

Agency: Board of Commissioners
Name:
Class Title: Wraparound Coordinator

Unit: Social Services & Activities
Position Title:
Class Number: 35391

Dept./Div.: FCFC
Reports To: Council Director
Pay: Resolution

Civil Service Status: Unclassified
Employment Status:
FLSA Status: Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in Counseling, Psychology, Social Work, Education, Public Health or related field, supplemented by training and experience in using wraparound services, experience working with families and children involved in multiple systems, and experience teaching adults and children; must be able to pass a criminal background check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, calculator/adding machine, telephone, copy machine, facsimile machine, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to violent persons.

Periodic - Attends functions or performs duties outside normal working hours.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Agency:	Board of Commissioners	Unit:	Social Services & Activities
Name:		Position Title:	
Class Title:	Wraparound Coordinator	Class Number:	35391
Supervisor's Title:	Council Director	Number:	35375

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

35% (1) Coordinates and provides quality, family-centered, strengths-based, in-home services to families to prevent the out of home placement of children; coordinates and facilitates wraparound teams.

(1) **Knowledge of:** (a);* (b);* (c); (d); (e); (p).
Ability to: (i); (j); (k); (l); (q).

25% (2) Arranges and provides orientation to new facilitators and coaches county wraparound facilitators. Monitors child and family team wraparound plans on an ongoing basis, including notifying the FCF Director of any issues related to delivery of services affecting the family or an agency. Identifies gaps in services and brings awareness of identified needs to Sandusky County FCF Council. Provides ongoing feedback in the implementation of the Sandusky County Service Coordination plan. Develops and maintains outcome evaluation. Maintains appropriate documentation for recording activities and statistical analysis.

(2) **Knowledge of:** (a);* (b);* (c); (d); (e), (r).
Skill in: (g); (h); (s).
Ability to: (i); (j); (k); (l); (o); (t).

20% (3) Coordinates wraparound training team and trauma informed care coalition. Provides training to other agency personnel and families in wraparound techniques, trauma, and related skills training including educating individual child and family teams. Works cooperatively with other agency personnel to provide services and seeks community-based services and informal supports to facilitate the process; promotes wraparound services and the benefits of family driven planning throughout Sandusky County disseminating information to agencies who do not utilize wraparound.

(1) **Knowledge of:** (a)*; (b)*; (c); (d); (e); (p).
Ability to: (i); (j); (k), (l), (q).

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10% (4) Submits quarterly reports to Council Coordinator; reports weekly to referring agency; develops simple reporting forms; completes and submits reporting forms used with wraparound.

(4) **Knowledge of:** (b);* (e); (r).
Skill in: (g); (h); (s).
Ability to: (i); (k); (l); (t).

10% (5) Maintains personal and professional competence and awareness; maintains required licensure, attends professional education and training sessions, seminars and workshops, as directed.

(5) **Knowledge of:** (a);* (b);* (c); (d).
Ability to: (i); (k); (l).

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) department goals and objectives*; (b) department policies and procedures*; (c) public relations; (d) community resources and services; (e) wraparound services; (f) budgeting; (p) education techniques; (r) records management.

Skill in: (g) computer operation; (h) use of modern office equipment; (s) adding machine or calculator operation.

Ability to: (i) deal with many variables and determine specific action; (j) exercise independent judgment and discretion; (k) communicate effectively; (l) develop and maintain effective working relationships; (m) cooperate with co-workers on group projects; (n) work with families of diverse cultural/ethnic backgrounds and intellectual capacities; (o) calculate fractions, decimals, and percentages; (q) prepare and deliver speeches and presentations; (t) compile and prepare reports.