



Sandusky County Human Resources
622 Croghan St. - Fremont, Ohio 43420
Telephone (419) 334 - 6100 Fax (419) 334-6104

Posting of Position

OPEN POSTING AND PROMOTION BID SHEET

October 9, 2024

TITLE: Program Coordinator
DEPT: Family & Children First Council (FCFC)
STATUS: Full-Time

MINIMUM 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.

JOB DUTIES INCLUDE:

Coordinates and provides quality, family-centered, strengths-based, in-home and community-based supports to children and families to prevent the out of home placement of children. 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 Mechanism. Develops and implements programming to support the needs of local children and their families. Develops and maintains outcome evaluation. Maintains appropriate documentation for recording activities and statistical analysis.

Provides training to agency personnel, community partners and families in wraparound techniques, trauma informed care, and related skills training including educating individual child and family teams. Works cooperatively with agency personnel to provide services and seeks community-based services and informal supports to facilitate the process to support families; promotes wraparound and related services and the benefits of family driven planning throughout Sandusky County. Prepares and submits reports to Council Director; develops simple reporting forms; completes and submits reporting forms used with wraparound. Maintains personal and professional competence and awareness; maintains required licensure, attends professional education and training sessions, seminars and workshops, as directed.

Starting Pay – \$48,500 - \$52,500 (Based on experience)

INTERESTED APPLICANTS MAY APPLY BY APPLICATION TO:
SANDUSKY COUNTY HUMAN RESOURCES
622 CROGHAN ST., FREMONT, OH 43420

All applicants must submit completed county APPLICATION to be considered for employment. Resumes may be attached, but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>

Applications accepted until position is filled

SANDUSKY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER