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| Job Title: | Children’s Services Service Coordinator | FLSA: | Non- Exempt |
| Department/Group: | Children’s Services | Reports To: | High Fidelity and Targeted Management Supervisor |
| Location: | Maysville | Travel Required: | Yes |
| Position Type: | Full-time  |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
| **Job Description:** Educates family about available services and arranges meetings with service providers. |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| Role and Responsibilities* Reviews case file, meets with individual and family, performs personal assessment of family situation and need for service.
* Conducts each individual’s treatment team meeting and monitors all services in plan ensuring family participation.
* Contacts agency personnel to become knowledgeable about resources. Advocates for needed services.
* Reviews completed assessments and recommends additional information.
* Responds to crisis calls.
* Attends professional meetings as agreed upon with the Local Resource Coordinator; prepares reports and documentation as requested within time frame set by LRC.
* Completes administrative paperwork and medical records requirements.
* Other duties as may be necessary and assigned.

**Qualifications and Education Requirements*** Bachelor of Arts or Science Degree in any of the behavioral sciences from an accredited institution. Behavioral Sciences include psychology, social work, sociology, human services and special education.
* One year of experience in performing case management services or working directly with children post education. A Master’s Degree in a behavioral science can substitute for the (1) year of experience.

**Physical Requirements*** Capability of visiting individuals in their own homes which may not be handicapped accessible.
* Must be capable of working with children who are physically active.

**Special Requirements** * Valid driver’s license and dependable transportation.
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| Reviewed By: | High Fidelity and Targeted Management Supervisor | Date: |  |
| Approved By: | Human Resources | Date: |  |
| Employee Signature: |
| Last Updated By: | 03/08/2017 |