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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 Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  [mbreeze@comprehendinc.org](mailto: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. | | | | | | |
| Reviewed By: | High Fidelity and Targeted Management Supervisor | | | | Date: |  |
| Approved By: | Human Resources | | | | Date: |  |
| Employee Signature: |
| Last Updated By: | 03/08/2017 | | | | | |