



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	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • 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		