

## OTTAWA COUNTY POSITION POSTING

<b>Job Title:</b>	Wrap Around Coordinator, Family Children First Council
<b>Reports to:</b>	FCFC Director
<b>Job Status:</b>	Full Time Classified Non Exempt
<b>Salary Range:</b>	\$16.00 per hour

### Job Summary

The Wrap Around Coordinator is responsible for: providing service coordination for youth with complex, multi-system needs, ages 0 through 22 and their families by implementing all phases of the High Fidelity Wrap Around Program; Ensure fidelity to the program model; Engage families in the Wrap Around Program, develop crisis stabilization plans and safety plans, completion of Strengths, Needs and Culture Discovery, develop Wrap Around Teams by maximizing the involvement of both informal and formal supports, facilitate Wrap Around Team meetings, develop Individualized Plan of Care for each youth and their family and track outcomes and data. The WAC will be expected to have 40%-50% face-to-face time with youth and their families.

### Essential Knowledge, Abilities and Skills, Education

- Bachelor's Degree in a human services related field preferred;
- Minimum of one year experience working with children and families.
- Willingness to complete High Fidelity Wrap Around Facilitator credentialing;
- An understanding of, and experience with different child-serving systems, including schools, mental health, child welfare, juvenile justice, health and others;
- Experience working with or living with children who have complex emotional needs; and
- A solid knowledge of community resources.
- Knowledge and experience employing conflict resolution and problem-solving strategies.
- Good written and oral communication skills.
- Strong organizational skills.
- Computer literate.
- Has reliable transportation, a valid Ohio driver's license and proof of car insurance.
- Is willing to work flexible hours

### Essential Functions of the Position

1. Plan, develop and implement Wraparounds/Service Coordination.
2. Provide training for families, service providers, and systems to implement wraparound on a county-wide basis.
3. Report regularly to the FCFC Executive Director on plans, progress, and performance of the program.
4. Maintain awareness and knowledge of family systems, contemporary youth development and prevention theories, and methods. Ensure activities meet with and integrate grant requirements for quality management, health and safety, legal stipulations, school policies and general duty of care.
5. Contribute to a plan for sustainability of successful programming beyond the Family Strengthening grant period.
6. Develop and adapt Wraparound training materials for both service providers and families in coordination with FCFC.
7. Emphasize fidelity to strength-based, culturally sensitive assessment and planning process
8. Work with service providers and systems to standardize the Service Coordination/Wraparound process.
9. Monitor customer satisfaction with the Wraparound process, the plan, and the services that result from developed plans in conjunction with the evaluation plan.
10. Develop public awareness strategies to inform the community about the Wraparound process.
11. Be sensitive to parent support issues relative to the Wraparound process and work closely with parent advocates within the county.
12. Attend and provide representation at the Wrap Around Committee of the FCFC.

13. Provide representation at other meetings, including organizational planning sessions related to the work of the Wraparound process.
14. Assist with any requests for information or questions about the Wraparound processes and continue to develop the role as a community liaison with federal/state/county agencies and parent organizations.
15. Work with systems and providers to develop services required to meet the needs of children and families in the county.
16. Assist in the development and maintenance of tracking system(s) for information.
17. Provide periodic reports as requested by the Family & Children First Council.
18. Other duties as assigned by the Executive Director of Family and Children First Council.

**Job Location**

Office is located in Oak Harbor, Ohio

**Equipment Used**

Internet software, Word Processing and spread sheet software.

**Working Conditions & Hours**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials and/or aggressive or other maladaptive behavior.

Generally, the work schedule is 40 hours per week, Monday through Friday, except legal holidays, with flexibility of early morning, evening and weekend hours as needed to complete job responsibilities.

**Other Responsibilities**

Regular and predictable attendance is required.

**TO APPLY:**

Interested candidates may submit a detailed resume or completed employment application

**BY JANUARY 14, 2021, to**

Ottawa County Family Children First Council at:

MAIL – 315 Madison St. Rm 102 Port Clinton, OH 43452

FAX – 419-734-6885

Email – [mosborne@ocbdd.org](mailto:mosborne@ocbdd.org)

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*