

Crawford County Family & Children First Council
Position Description
Coordinator

POSITION SUMMARY:

This is a leadership position responsible for the overall coordination of Family and Children First Council (FCFC) activities.

MAJOR DUTIES:

1. **SERVICE COORDINATION** – The primary duty of the Family and Children First Coordinator is to aid in the coordination of a countywide system of providing information and support to all families with children, prenatal through 21. It focuses on developing a coordinated and cooperative public system infrastructure that promotes cross system collaboration. This includes facilitation of Wrap Around activities for families and children referred. The FCFC Coordinator will pursue service options that address children’s individual needs, are family-centered, and culturally competent.
2. Schedules and coordinates meetings of the FCFC, prepares agendas, budgets and insures that all relevant material is provided to Council members prior to the meetings; attends meetings and provides administrative support to the Council’s Clinical Group. Develops and maintains written minutes of FCFC administrative and clinical meetings.
3. Directs planning duties related to the FCFC Shared Plan. This includes overseeing the biennial plan for Crawford County. Convenes committee to work on fulfillment of the plan. Identifies appropriate funding to support planning activities. Monitors implementation of services and associated outcomes.
4. Researches issues/problem areas related to the Council and develop data/information to enable the Council to make informed decisions.
5. Pursues state, federal, and local grants, reimbursements and/or additional funding for projects and programs under auspices of the FCFC.
6. Attends relevant state and regional meetings related to Family and Children First, and relay necessary information from these meetings to FCFC members; serve as the FCFC liaison to state entities, as well as, to the general public.
7. When approved by the Administrative Council, coordinates needs assessments and reviews proposals to close gap in services, changes in the service system and better coordination and integration of services.

8. Monitors individual cases reviewed by the Clinical Group and ensures periodic and formal review of each case.
9. Assists FCFC with the development, implementation and oversight of shared/pooled funds

ANCILLARY DUTIES:

1. Works with representatives from other counties to develop regional projects, training programs, or other collaborative efforts which may benefit multi-need children and families in Crawford County.
2. Monitors proposed legislation, administrative rules changes and other potential state mandates which may affect the service system in Crawford County, relays necessary and relevant information to such issues to the FCFC Administrative Council.
3. Ensures compliance with all applicable federal and/or state regulations for programs under the purview of FCFC.
4. Participates as part of the county Child Fatality Review Board (TBD).

QUALIFICATIONS:

The position requires the following: 1) Bachelors degree in Social Work, Psychology, Public Health, Education or related area; 2) 3-5 years' experience in education, juvenile justice, health, mental health, human services, developmental disabilities or closely-related field; 3) experience working with families and children along with knowledge of caregiver issues and community resources; and 4) computer literacy including familiarity with the use of standard business software, i.e., word processing, spreadsheets, e-mail, presentations, etc.

JOB RELATIONSHIPS:

The coordinator is employed by FCFC Council but is under the direct supervision of the Administrative Agent with input from the Council Chairperson.

HOURS:

This is a 32 hour a week position that may expand to 40 hours per week contingent on funding and work load.

Interested applicants should e-mail their resume to Brad.DeCamp@mcadamh.com by no later than Friday, March 23rd. Candidates may also submit their resume via US mail to: Crawford County Family & Children First, 113 W. Rensselaer St., Bucyrus, 44820 Attn: Brad DeCamp