

About Families and Communities Engaged Services Coordinator

Serving: Baca, Cheyenne, Kiowa and Prowers County

The counties of Baca, Cheyenne, Kiowa and Prowers County are seeking a Coordinator to develop the *ABOUT FAMILIES AND COMMUNITIES ENGAGED SERVICES*.

The *ABOUT FAMILIES AND COMMUNITIES ENGAGED SERVICES* was formed in response to Colorado HB 1451 (2004) which established collaborative management programs to improve outcomes for children, youth and families involved with multiple agencies. The partner agencies involved in the Interagency Oversight Group (IOG) includes the county department of human/social services, local judicial districts, health departments, school districts, community mental health centers, parent or family advocacy groups and community agencies.

JOB DESCRIPTION

The role of the *ABOUT FAMILIES AND COMMUNITIES ENGAGED SERVICES* Coordinator is to support the goals of the Baca, Cheyenne, Kiowa and Prowers Collaborative Management Group (CMG). The Coordinator position shall ensure the provision of supportive, quality and effective services to children, youth and families through collaborative management. The position will be shared between the four counties and will require a regular presence in all four areas.

CORE JOB DUTIES

- Serve as liaison between the Interagency Oversight Group (IOG) and the local communities, fostering positive working relationships with community partners to enhance available resources for youth and families. Work closely with families and community partners to ensure follow through.
- Represent the Interagency Oversight Group (IOG) at community events and activities to increase awareness and support for the goals and initiatives of the collaborative.
- Coordinate and facilitate the Individual Service and Support Teams (ISST) including documentation and follow up.
- Maintain regular contact with the Interagency Oversight Group (IOG) and provide monthly updates.
- Prepare and disseminate Interagency Oversight Group (IOG) monthly board packets.
- Attend monthly state Collaborative Management Program (CMP) meetings.
- Ensure that all MOU's for mandated partners are completed and signed on an annual basis prior to the contract start date of July 1st.

- Governance and monitoring to include completion of state-required data monitoring and annual report and maintenance of ETO database per state Collaborative Management Program (CMP) requirements.
- Serve as single entry point for Individual Service and Support Teams (ISST) referrals.
- Prepare and review quarterly goals and outcome reports to the Interagency Oversight Group (IOG).
- Assure coordination of referral and assessment information by either conducting assessments or compiling assessment information already developed to formulate a thorough data base to effect accurate treatment planning.
- Facilitate and coordinate initial individual Service and Support Teams (ISST) until a Family Facilitator assumes their role with the family.
- Facilitate and coordinate training and coaching for case managers and other Individual Service Support Team (ISST) members.
- Maintain referral information and Individual Service Support Teams (ISST) progress reports.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit for more than two-thirds of any given workday; speak clearly; hear clearly; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift, carry push, or pull burdens up to 30 pounds.
- Physical demands include those that may add stress to the hands, wrists, forearms, eyes and back associated with ongoing computer work.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.
- The employee must be able to drive a motor vehicle and may be minimally-exposed to inclement weather and temperatures.

KEY REQUIREMENTS

- A Bachelor's degree in social science with relevant experience in program administration is required. A Master's degree is preferred.
- Bilingual in Spanish is a plus but not required. Salary range is \$45,000 - \$50,000 depending on education and experience.
- Must be able to pass a background check.
- Must possess a valid driver's license and proof of insurance
- Must have reliable transportation.

TO APPLY

Please send resume and cover letter to:

Kiowa County Commissioners

ATTN: *ABOUT FAMILIES AND COMMUNITIES ENGAGED SERVICES*

P.O. Box 100

Eads, CO 81036

~Please include a valid e-mail for future correspondence.

You may also email pcphdirector@prowerscounty.net