

STARK COUNTY FAMILY COUNCIL

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: WrapAround Support Specialist

Dept./Div.: Stark County Family Council

Reports To: WrapAround Program Supervisor/Clinical Reviewer

Pay: Salary Range – Based on Qualifications and Experience

\$26,000 - \$29,000

Employment Status: Full-Time

FLSA Status: Overtime Exempt

JOB RESPONSIBILITIES:

The WrapAround Support Specialist (WASS) will be responsible for providing family support services for the families of youth ages 0 through 21, with complex, multi-system needs who are involved in WrapAround and/or in need of community linkage and consultation to families. The WASS will empower parents/guardians with knowledge of community resources, providing an understanding of rights, explanation of the service coordination process and any additional options that will help families increase their functioning across life domains.

The WASS will build relationships with community providers and encourage the strengthening of family relationships by creating an atmosphere of trust, cultural competence and emotional security. The WASS should help to set ground rules to ensure the family is aware of confidentiality and mandated reporter status.

The WASS will be expected to have 40%-50% face-to-face time with youth and their families.

QUALIFICATIONS:

High School Diploma/equivalent and at least two years' experience working with high-risk youth and their families. Personal experience as a recipient of supportive services and a willingness to self-identify as a service recipient. The successful candidate must demonstrate successful completion of the High Fidelity WrapAround Facilitator's Training or the ability to complete the required training quickly following hire. The training will be provided by Stark County Family Council.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Driver's License and adequate insurability.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Provide family support services for youth ages 0 through 21 years old and their families utilizing the High Fidelity WrapAround Program model
2. Maintain average caseload of 15-25 families in differing phases of the High Fidelity WrapAround Program or families involved with community linkage and consultation only
3. Help families understand the WrapAround process
4. Provide service linkage and consultation services to families

5. Employ strategies to facilitate family engagement
6. Empower parents/guardians by providing knowledge of community resources and assist them in obtaining those services
7. Help the family in identifying their strengths and needs
8. Assist the family with prioritizing their goals
9. Help the family and WrapAround Service Coordinator to identify both formal and informal supports to participate as part of the WrapAround team
10. Consistently attend WrapAround team meetings
11. Be a liaison between families and community providers
12. Create a Family Support Plan if necessary
13. Help the family when recreating a plan for a youth returning home after an out-of-home placement
14. Follow up, communicate and support the family throughout the WrapAround process
15. Ensure that gaps in services are identified and addressed
16. Documentation of service coordination activities
17. Familiarity with additional strength-based, therapeutic care models
18. Participate in individual and group supervision meetings with the WA Supervisor and SCFC Executive Director
19. Attend regularly scheduled meetings including but not limited to: Stark County Family Council's Family Engagement Committee meetings and applicable System of Care meetings
20. Transport families to WrapAround or other scheduled meetings or appointments as needed

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (* indicates developed after employment).

Knowledge of: High Fidelity WrapAround program; service coordination; therapeutic treatment models; strength-based program models; resiliency principles, community resources; departmental policies and procedures*; database reporting software*

Skill in: Analyzing problems, developing and implementing solutions; utilization of computer applications (e.g. Microsoft Office, Electronic Health Records, Data Collection Systems); written and oral communication;

organization and time management; collaboration and partnership; facilitation of relationships between families and community agency representatives; team building

Ability to: Develop effective working relationships with complex needs youth and their families; work independently in the family’s home and a variety of community and/or treatment settings; uphold the highest standards of integrity for the WrapAround Program; collaborate and partner with formal and informal community resources; communicate to help implement cross-system service coordination; ability to coordinate, resolve conflicts, problem solve, and form consensus among diverse groups of people; collect, analyze, and interpret data; prepare and maintain accurate documentation; follow verbal and/or written instructions; communicate effectively; work flexible hours

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, calculator, automobile and other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

This position will be responsible for meeting families where they are most comfortable, within reason. This includes the residences of families, schools, libraries, etc. to support the WrapAround Program. Condition of meeting locations cannot always be anticipated and may be less than desirable. This position may require some non-traditional working hours (evenings).

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(SCFC Executive Director)

(Date)

(Employee Signature)

(Date)