



The moment when change is possible

JOB DESCRIPTION

JOB TITLE: SYSTEMS OF CARE COORDINATOR

RANGE: S8

PROGRAM: COOS

SUPERVISOR: PROGRAM MANAGER

FLSA STATUS: NON-EXEMPT .5 FTE

DEGREE OF SUPERVISION: WEEKLY OR AS NEEDED

Positions Supervised: None

Primary Purpose: This position is responsible for assisting in responding to and tracking wrap around referrals and flex funding. This position coordinates with Program Managers, families, and community partners for Systems of Care governance meetings as well as charters.

Education and Experience: Three to four years progressive healthcare office experience and ability to grasp complex mental health delivery systems or three years' experience in healthcare contract management and knowledge of intake and admission procedures. (youth and family services preferred)

MINIMUM QUALIFICATIONS:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Nonviolent Crisis Intervention (NCI) Certification and demonstrate proficiency in Nonviolent Crisis Intervention (NCI) procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Oversee the process of admissions and discharges for wrap around services.
- B. Assist with the development and revision of policies, practice guidelines and charters associated with access and continuum of care
- C. Collaborate with other community partners to identify youth and families to attend Systems of Care Meetings.

- D. Manages and oversees flex funds for wrap around
- E. Participate in Quality Improvement initiatives.
- F. Manages minutes for each level of governance for the Systems of Care.
- G. Demonstrate alignment with the philosophy of Collaborative Problem Solving (CPS) and ability/discipline to utilize Collaborative Problem Solving (CPS) communication approaches in interactions with youth, young adults, families, staff, and community partners.
- H. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- I. Working knowledge and ability to utilize, reference, and follow agency policies, procedures, and guidelines to provide immediate action in daily responsibilities.
- J. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- K. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- L. Comply with all federal, state and agency health and safety reporting requirements.

Other Duties:

Perform other related work as assigned.

Attend trainings and meetings as assigned. May be appointed to committees.

Attendance:

Maintain prompt and regular attendance.

Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____