

**HURON COUNTY FAMILY CHILDREN FIRST COUNCIL
JOB POSTING**

POSITION TITLE: **Service Coordinator**

Reports to: **Huron County Family Children First Council Director**

Status: **Full-time**

FLSA Status: **Unclassified/ Non-Exempt**

Hours: **8:00-4:30 P.M. (flexible, nights and weekends expected)**

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Social Work preferred, Education or related field and at least 2 years- experience working with youth and families; and
2. Experience in human services, mental health, community organization, or program development preferred.

Starting Wage: \$17.41 per hour plus education and longevity

SUMMARY

This position will collaborate with other local human service agencies to provide progressive service coordination for youth and families. They will identify gaps in service and work with local agencies to build resources that encourage healthy behaviors in youth and improving family dynamics. This position falls under the general supervision of the Huron County Family & Children First Council Director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Establish both formal and informal alliances with organizations which have similar or allied goals to assist in providing the best possible progressive outcomes for Huron County families.
- Assist in creating care management teams specific to individual needs and established goals for purposes of progressive service coordination facilitation.
- Work alongside the Huron County FCFC Director & Prevention Coordinator to identify substance use related indicators.
- Assist with the development of strategic plans to combat the effects of substance use disorders and increase youth resiliency in Huron County.
- Assist in developing grant applications to support Huron County FCFC efforts.
- Establish methods of outreach, referral, tracking, and reporting related to multi-system youth and their families.
- Responsible for collecting and completing all mandatory paperwork related to service coordination in compliance with electronic health record requirements and other reporting procedures.
- Assists the Director with organizing and tracking required paperwork for Multi-System Youth in residential placement.
- Responsible to attend/participate in all required trainings relevant to the position.
- Serve as a customer service role model to insure a positive relationship in interactions with all clients, the community, and peers.

- Assist with community prevention programs.
- Provide outreach and resources to Huron County residents and promote healthy, drug-free and stigma-free communities.
- Assist in securing resources to create support groups specific to county needs identified through data tracking methods.
- Attend community relations events such as school consortiums, community festivals, etc.. to promote FCFC and prevention efforts.
- Must be able to work evenings/weekends and maintain reliable transportation.
- Must be able to work on a consistent basis with regular attendance and punctuality and be willing and able to handle all the duties and responsibilities of this position daily.
- Responds appropriately and effectively to the diversity of co-workers, consumers, and stakeholders.
- Must possess a valid State of Ohio's driver's license and auto insurance in accordance with ORC 4509.
- Other duties as assigned by the Huron County FCFC Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of community resources and referral options.
- Skill in client engagement, and interviewing techniques,
- Skill in Microsoft Office Suite including PowerPoint, Excel, and Word.
- Skill in establishing and maintaining effective working relationships.
- Skill in oral and written communication.
- Skill in working in multi-cultural environments.
- Skill and experience utilizing social media platforms.
- Ability to work with youth in schools and other community settings.
- Ability to prepare and maintain accurate and concise written records, case notes, and reports.
- Ability to maintain confidentiality.
- Ability to stay organized while meeting strict deadlines.

HOW TO APPLY:

If interested submit Cover Letter, Resume, and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 12 E. Main Street, Suite 513 or hrdirector@hccommissioners.com.

You can find our application at: <https://www.hccommissioners.com/employment-opportunities/>.

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