

LORAIN COUNTY BOARD OF COMMISSIONERS

An Equal Opportunity Employer
POSITION DESCRIPTION

Name:		Classification Title:	Family Services Coordinator
Civil Service Status:	Unclassified	Dept/Division:	Family & Children First
Employment Status:	Intermittent	Reports To:	Director
FLSA Status:	Non-Exempt	Supervises:	None
		Days/Hours of Work:	Fluctuate per discretion of employer

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in Social Work, Family Counseling, Child Development, or other related discipline, plus five (5) or more years of experience facilitating family team meetings and coordinating services for multi-need families, with a focus on children ages three (3) to twelve (12), or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

None; however, current licensure as a Social Worker or Counselor is preferred. Bilingual employees and employees with training in the National Wrap Around Model are also preferred.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: human services system; departmental policies and procedures;* program goals and objectives;* community resources and services; service coordination mechanisms; office practices and procedures; English grammar and spelling; human relations.

Skill in: computer operation; use of modern office equipment; facilitating small groups including focusing on family strengths, accurately listening, developing trust of team members, understanding multiple perspectives, intervening on ineffective behavior, accepting feedback without reacting defensively, providing support and encouragement, and maintaining/demonstrating patience.

Ability to: deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; prepare accurate documentation; communicate effectively; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; travel to and gain access to work sites; exert up to 10 pounds of force occasionally (up to 1/3 of the time), and/or a negligible amount of force frequently (from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects.

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12. Monitors the delivery of services to ensure such are appropriate, timely, and satisfactory.
13. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

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

Computer, telephone, copy machine and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: chemicals commonly found in an office environment (toner, correction fluid, etc.); communicable diseases; upset or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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

(Employee Signature)

(Date)