**BESTCARE TREATMENT SERVICES**

**Position Description**

**Job Title:** Wrap-Around Care Coordinator

**Program:** Community Mental Health Program

**Supervisor:** MH Child/Family Team Clinical Supervisor, Program Director

**Employment Status:**  Full-Time (1.0 FTE)

**FLSA Status:** Non-exempt (hourly)

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**Job Summary**

The Wrap-Around Care Coordinator will be the program coordinator for referrals to Wrap-Around services, receive all Wrap referrals, and assign to self or other Position. Provides Wrap-Around Team planning, coordination, and administration of Wrap-Around services drawing on the strengths of individuals and families served; work effectively with families, community partners, and mental health team, maintain required record, and case management as assigned.

**Essential Functions**

1. Coordinates with Child & Family team for referrals to Wrap-Around program
2. Coordinates and facilitates wraparound team meetings which would include child (if appropriate), family members, child/family supports, school representative, and other community partners (i.e. child welfare caseworkers, juvenile PO’s) when appropriate
3. Assesses child, youth, and family strengths and needs
4. Coordinates with service providers for implementation of wraparound planning, including development of an individualized care coordination plan
5. Coordinates follow-up wraparound team meetings according to timelines of each specific phase
6. Develops with the Child & Family Team a coordinated proactive crisis/safety plan that addresses immediate and ongoing needs
7. Fosters and maintains ongoing relationships with and communication between Child & Family Team members (including, but not limited to, the family, providers, agency representatives, natural supports, and peer delivered services).
8. Looks for opportunities to build and expand natural and informal supports
9. Monitors implementation of the Plan of Care and action steps of team members
10. Provides case management services for each child/family involved in Wrap-around services; assist the mental health child/family clinicians with case management client services as assigned
11. Undergoes any required training to perform the state-required CANS/Child Assessment of Needs; become proficient in entering CANS and Wrap-Around requirements into state and/or regulatory agency databases.
12. Completes documentation in client charts within agency stated timelines
13. Models and encourages direct, professional communication among staff members and community partners; facilitate development of positive staff/community support network
14. Demonstrates awareness and sensitivity in the delivery of consumer services as it relates to cultural and socioeconomic characteristics of the population served
15. Participates in any training required for Wrap-Around Coordinators and stay abreast of new administrative rules/statues pertaining to this program.
16. Other duties as assigned by immediate supervisor or Program Director

**Qualifications**

**Education, Certifications and Licensure**

* Bachelor’s degree in social work, human services, counseling, psychology, or social services preferred
* In lieu of the degree, a minimum of five years’ equivalent experience working with children and families, coordinating teams, strength-based planning may be considered
* QMHA Certification or ability and commitment to become certified
* Valid Oregon Driver’s license and adequate insurance coverage

**Experience**

* Experience with counseling/human services arena, preferably community mental health

**Skills and Abilities:**

* Knowledge of mental health and addiction problems, as well as community resources
* Communicate clearly, concisely, and effectively, both orally and in writing
* Must have cultural sensitivity and a fundamental respect toward diverse populations and work well with parents and children of diverse backgrounds
* Must demonstrate ability to comply with program policies and procedures and all regulations for client case management and recordkeeping
* Must demonstrate ability to record information in assigned client files, consistent with program policies and procedures and applicable OAR’s.
* Ability to work both as a positive, collaborative team member as well as independently
* Ability to function effectively and use good judgment in crisis situations
* Empathy, compassion, and willingness to work with people with disabilities and/or families with major challenges such as low levels of parenting skills, poverty, etc.
* Effective time management is a must
* Proficient in use of Microsoft applications (e.g. Office 365, Excel, Word, One-Note, Teams, PowerPoint), databases, and virtual meetings
* Proficient with electronic medical record systems (EMR)
* Bilingual in English/Spanish a plus

For individuals self-identified as in recovery from SUDs, must have maintained continuous abstinence/sobriety for the two years immediately preceding the date of hire.

**Physical Demands:**

While performing the duties of this job, this position is regularly required to sit, stand, walk, use a laptop computer, telephone, faxing/scanning/copying machine, and drive a vehicle safely. Activities are normally low-activity tasks although when working with children, play-related activities may be involved which may also involve bending, stooping, squatting, and lifting.

**Work Environment:**

The work environment is primarily in a clinical office with appointments/meetings frequently held in varied sites, including homes, partner agencies, schools, and other settings as well as virtually. Some travel/driving is required.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature Date