



## **INTENSIVE HOME BASED SERVICES—CARE COORDINATOR**

### **POSITION PURPOSE**

Under general supervision provides care coordination to children, youth, and families receiving Intensive Home Based Services throughout Humboldt County; may facilitate activities related to the child and family team; provides support to the child, youth, and family as needed; provides related work as assigned.

### **ESSENTIAL JOB FUNCTIONS**

- Ensures all timelines are met and services are delivered as appropriate.
- Conducts the Family Interview, creates the Family Narrative, and gathers required paperwork from family.
- Creates the Child and Family Team (CFT) for each child, youth, and family on caseload; ensure that appropriate members are invited to participate; organizes and facilitates CFT meetings; documents meeting and disseminates to participants.
- Ensures a Plan of Care is developed for each family; ensures that tasks are being completed.
- Develops a Crisis/Safety Plan with the family and updates as needed with the Child and Family Team.
- Assists the youth and family to access strength-based mental health, social services, educational services and other supports and resources required to assist family in reaching identified goals.
- Assists the family in identifying natural supports and works with family to maintain the child/youth in the least restrictive setting possible.
- Maintains current knowledge of community resources that may be of support to a family; establishes positive relationships with service providers in the community to ensure access and quality services to the family.
- Maintains a minimum of weekly contact with the family including a minimum of face-to-face contact every two weeks; minimum of weekly contact other team members; engage with school personnel and have face-to-face contact at least every other week.
- Participates at community events, meetings, and activities that support Changing Tides Family Services to achieve its goals.
- Participates in quality assurance activities, which may include peer review.
- Efficiently uses a personal computer, laptop, or other electronic equipment and

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electronic software, including the electronic health record system used by Changing Tides Family Services.

- Reports suspected cases of child abuse and elder abuse in accordance with mandated reporting requirements.
- Immediately communicates to the Clinical Services Director and Family Empowerment Services Director any instances of unusual incidents; submits reports as requires.
- Complies with Changing Tides Family Services Personnel Policies and Procedures and other formal Changing Tides Family Services guidelines and policies.
- Maintains confidentiality of personal health information pertaining to clients of Changing Tides Family Services; confidentiality of employee information, confidentiality of income or eligibility information related to parents or child care providers, and other confidential information. Complies with HIPAA regulations.

### **QUALIFICATIONS**

- Demonstrates strong interpersonal skills and the ability to effectively with a wide range of individuals in a diverse community.
- Ability to create effective relationships with individuals of different cultural beliefs and lifestyles.
- Ability to analyze complex information; strong problem solving skills.
- Ability to work effectively in a team environment.
- Effective verbal and written communication skills.

### **Desirable Education and Experience**

- Bachelor's Degree in social work, psychology, or related field
- Two years of case management and/or family work experience in a social service or mental health setting

### **Other Requirements:**

- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level.
- Must present proof of TB clearance.
- Must possess a valid California Driver's license, current insurance, and the use of a vehicle for work.
- Ability to meet with children, youth, and families in a variety of settings throughout Humboldt County.
- Ability to work a varied schedule including evenings, weekends, and early mornings.