

Job Title: School Sector Coordinator (Four Positions Total)
Job Classification:

Job Code:
Department/Division:

Job Summary: Under the supervision of the Wraparound/SOC Supervisor and the Clinical Director of Child and Adolescent Services will identify community members to participate regularly in a Resource Review Panel in their sector of the county. Will be a liaison between schools, social service agencies, the Family Council and the Resource Review Panel. Will chair the Resource Review Panel in their sector and ensure accurate record keeping of all Panel meetings. The School Sector Coordinator may have limited travel throughout the county (especially between each school district in their sector), with periodic out of county.

Because this is a grant-funded position, the duties and or requirements of the position, may be modified as required by the funding source.

Work Hours: 37.5 hours per week (1.0 FTE); Occasional night and/or weekend work.

Essential Functions:

- Identify community partners to participate regularly in Resource Review Panel.
- Convene and Chair Resource Review Panels in their sectors.
- Coordinate and ensure accountability of Child and Family Teams in each school sector.
- Be a Liaison between Schools, social service agencies, the Family Council, and the Administration Team.
- Provide consultation to Child/Family teams in their sector and on occasion participate as a member of a Child and Family Team as needed.
- Oversee the structure and activities of their sector, and carry out other administrative duties of the project.
- Actively participates in quality improvement processes as applicable to the position.
- Understands and supports the mission, vision and values of the Mental Health Board.

Organizational Relationships:

Supervised By: Wraparound Supervisor and the Clinical Director of Child and Adolescent Services

Supervises: NA

Internal: All departmental personnel that are employed by the MCMHB

External: Clients, general public, regulatory and licensing agencies, county, state and federal representatives, and all organizations that interact with MCMHB.

Professional Background and Experience: At minimum the following is required:

Education: Bachelors degree in a related field

Experience: Parent and/or caretaker of a child or adolescent with a serious emotional disturbance and/or co-occurring substance use disorder and living experiences in navigating the mental health system; 3 - 5 years living experiences in navigating the mental health system preferred; Related employment experience preferred.

Prior experience preferred: Two to four years recent experience working with parent support and advocacy groups. Experience in Wraparound training and advocacy for youth.

Skills & Capabilities:

- Ability to communicate clearly, both orally and in writing and knowledge and experience of Wraparound philosophy, school advocacy for serious emotionally disturbed youth.
- Knowledge specifically of the school districts in their sector, federal disabilities laws, parent training, and advocacy.
- Strong commitment to child and family centered services and excellent communication skills.
- Possess valid driver's license.
- Provides certificate of automobile insurance per policy.

Physical Abilities:

- Ability to read, write and communicate in English.
- Bilingual Spanish preferred.
- Ability to lift and/or move at least 10 pounds using proper body mechanics.
- Visual acuity to read a computer screen and other documents.
- Ability to utilize the telephone and respond to callers.

Other duties as assigned