

COWLEY COUNTY JOB DESCRIPTION

DATE: January 1, 2018

JOB TITLE: Family Collaboration Coordinator

DEPARTMENT: Youth Services

REPORTS TO: Youth Services Director

FLSA STATUS: Non-exempt

SALARY GRADE: Grade 9

Position Summary: Under the supervision of the Youth Services Director, the primary responsibility is to involve the families in the juvenile justice process and reduce barriers to ensure the successful rehabilitation of youth in the system and sustain reintegration into the community. Family members are treated with respect and dignity and considered important to ensure successful outcomes for youth. Family engagement is a meaningful partnership with families and youth at every level of the agency and system”, it is the Family engagement coordinators responsibility to build and sustain that partnership.

Essential duties and responsibilities

- Serve as a liaison between youth, family, court, juvenile justice services and community resources
- Work with professional personnel, youth and parents to help the youth be successful
- Plans and provides activities related to parent involvement that would enhance parent engagement
- Conduct home visits as needed and work with parents regarding ways in which they can help their child complete probation/supervision
- Attend Court, supervision plan meetings and other actives with families and assist them in any way they may need (explain the system, encourage them to contribute)
- Seek out, value and utilize the families views, insights and experiences
- Assist parents in reducing barriers that hinder success
- Assure that information is regularly provided to families from the time of initial contact in a means that is understandable to them
- Participate in on-going professional development by attending required and job related workshops, conferences and training on specific subjects to enhance job performance
- When a youth is in out of home placement the coordinator will make sure that regular communication, visitation and transportation is provided or arranged for family members
- Maintain organized casefiles for each client including chronos of all

activities/contacts

- submit accurate , reports as requested by the director
- ensure absolute confidentiality with respect to information records concerning families and children
- Maintain the family engagement mindset: family engagement begins with a fundamental belief that all families care for their children, have strengths that can be built upon and can be engaged and empowered.
- Model nondiscriminatory practices in all activities

Marginal duties and responsibilities

- Reports to and communicate with the Community Supervision Officers
- Complete monthly report
- Keep statistical records
- Gather surveys from parents and CSO
- Other related duties as assigned by the youth services director

Position Requirements:

Experience: An understanding of the parent engagement philosophy and familiarity with the juvenile justice system. 2 years' experience working with juvenile and/or parents is preferred. Must be 19 years of age or older and must pass KBI/SRS Child Abuse Registry check.

Education: Bachelor's Degree from an accredited college or university in Counseling, social work, education, Psychology, or a related field.

Skills:

- Knowledge of Juvenile Justice System
- Experience as a group facilitator
- Knowledge of available community resources
- Skill in the use of a personal computer and related software
- Ability to establish and maintain effective professional working relationships with others
- Ability to comprehend and interpret, and comply with rules and regulations
- Ability to prepare reports
- Ability to communicate effectively orally and in writing
- Ability to maintain confidentiality
- Ability to pass random drug/alcohol-screening tests
- Valid Kansas Drivers license and able to operate a motor vehicle

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Accountability: Problem solving and decision making is a factor in this position. Must have the ability to weigh information and support decisions by fact, document and testify in court.

Supervision: Employee does not have supervisory responsibilities over subordinate personnel.

Working Conditions: Duties are performed primarily in an office setting. Must be able to operate a telephone, computer keyboard, copy machine, and fax machine. The noise level in the work environment is usually quiet to moderate. Performs work safely in accordance with County safety program and departmental safety procedures.

Physical Requirements: Mostly Sitting and standing; occasional stooping, lifting, carrying, reaching pulling; walking; frequently speaking, writing and listening. Ability to endure verbal and mental abuse when confronted by hostile views and opinions of clients and their families. Requires sufficient strength and coordination to defend one's self from attack.