



Job Posting

Job Title: Health Care Coordinator-Grant Funded Position		Department/Program: Family Preservation	
Posting Date: 08/20/2019	FLSA Status: Non-exempt	Pay Grade: 5	
Please submit cover letter and resume to careers@fssnf.org			
FSS Mission Statement			
The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.			
Organizational Expectations			
Commitment – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees' commitment to the agency and the children and families we serve. This is demonstrated by being available at a moments notice to assist clients regardless of the time of day. This is also demonstrated by employees' commitment to maintain consistent attendance and punctuality.		Career Development – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.	
Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.		Teamwork – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.	
Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.		Customer Service – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.	
Job Summary:			
Health Care Coordinator (HCC) is a grant position which will utilize a family centered and strength based team approach with community involvement in the education and service provision of children and families involved with the FAST (Family Assessment Support Team) in-home preservation non-judicial program. Responsible for assessing, coordinating, monitoring, educating, documenting, and tracking client health care needs of children ages 0-5 and their caregivers. The HCC serves as a consultant to CMO Family Support Counselors. This position also reviews referrals by medical providers for accurate coordination of intervention services. This position will refer cases to the proper community resource providers and/or committees for mental health funds/services based on assessment and screening tool results. Responsible for ensuring cross system integration and interdisciplinary support by conducting Evidenced Based screenings such as domestic violence, depression, social emotional development, and substance abuse.			
Education	Licensed Practical Nurse (LPN), Registered Nurse (RN) preferred		
Experience	Three years of experience working with at-risk children and/or families.		
Minimum Qualifications	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p><i>Ability to:</i></p> <ul style="list-style-type: none"> • Work collaboratively with community members, peers and supervisors. • Ability to work with infants and toddlers and their families. • Maintain high organizational, leadership and communication skills. • Be detail-oriented. • Utilize networking skills. 		

	<ul style="list-style-type: none"> • Interpersonal skills of communication, collaborative problem solving and planning, consensus building, and conflict resolution. • Communicate and express ideas effectively with staff and clients. • Conduct assessments, write reports and correspondence. • Speak effectively before small and large groups. • Solve problems and deal with a variety of variables while working collaboratively to develop family health plans. • Think critically and see future consequences of decisions. • Assess psycho-social behavior and psychological aspects of children and families. • Comprehend, collect and analyze data before and during facilitation regarding child safety factors, child and family health needs, and recognizing risk to children <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> • Florida Statutes pertaining to Child Welfare. • Family dynamics with a range of intervention techniques. • Best Practices as it relates to Family Preservation and Child Welfare. • Social Worker principles, techniques, and practices and their application to complex case work, group work, and community problems. • Laws, regulations, and policies which govern all Child Welfare programs. • Child Protection and child development issues. • New and existing community resources and social service multi-disciplinary providers in Duval county and surrounding areas.
Other Requirements	<ul style="list-style-type: none"> • Clear a Level II background screening. • Clear a reference check (professional and personal) • Clear a local background check from the county in which you reside. • Clear a substance abuse screen. • Provide a copy of all degrees prior to your first day of employment. • Clear a Motor Vehicles Records check. • Provide proof of, and maintain a minimum personal auto liability insurance level \$100,000/\$300,000. • Provide a copy of all certifications and degrees prior to your first day of employment. • Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).
Licensure, Certification, and/or Registration	Valid driver's license. Current license issued by the Florida Department of Professional Regulation for Licensed Practical Nurse. Or Registered Nurse, Current Pediatric First Aid and CPR certifications.
Job Duties	
Essential Duties	% of Time
Maintain supervision of assigned clients; includes assessing, educating, coaching, referring and shadowing.	40%
Maintain communication with family health care providers and referral stakeholders from differing organizations to meet the family and child needs according to the developed health plan.	20%
Maintain client, meetings and other data.	15%
Provide medical expertise to Child Welfare Prevention Workers, team members and clients regarding areas high risk to children 0-3.	15%
Coordinate and conduct special case staffing.	5%
Perform other duties as assigned.	5%
Attend program services meetings and all family preservation training.	As Needed.
Report indications of child abuse, neglect and/or abandonment to Child Abuse Registry and Supervisor immediately and complete incident report.	As Needed.
Complete probation and annual performance evaluations.	As Needed.
Supervisory/Decision-making Authority	
Two examples of the most common decisions made independently by this position on a regular basis.	

1. Provide guidance, education, and clinical resources to clients in the Family Preservation program.
2. Knowing pertinent case information to communicate to Oversight Coordinator staff and CMO's regarding home visits, screening procedures, referrals, developmentally appropriate activities, materials, resources and family needs.

Contribution and Impact

This position is responsible for (1) Prevention and education of child abuse and neglect. (2) Providing a summary of assessment results to clients for developing their health plan, (3) ensuring that there is medical expertise to high risk preservation cases and (4) Assisting in the provision of a healthy, safe environment for children.

Strategic Value

This position is critical to the FSS goal of keeping children safe in their home by providing quality services to children and families in the community as well as strengthening and empowering the family unit.

PHYSICAL REQUIREMENTS: (R=Required P=Preferred)

Sitting R Standing R Walking R Lifting R (Specify) Carrying R Kneeling p
 Pushing/Pulling P Bending/Stooping R Climbing P Reaching R Crawling/Crouching P
 Grasping R Turning R Repetitive Motions P Color Recognition R Depth Perception R
 Reading R Hearing R Other (describe)

HAZARDS: (X=Potential Exposure)

Proximity to moving mechanical parts Electrical current Toxic or caustic chemicals Radiation
 Biohazards (airborne or contact) X Housekeeping and/or cleaning agents X Flammable, explosive gases
 Human-borne pathogens X Other: X Pets and Verbal Threats X

SKILL REQUIREMENTS: (R=Required P=Preferred)

Drive motor vehicle R Prepare food N/A Typing/Keyboard R Word processing software R Data base software R Spreadsheet software R Other software R Calculator R Operate office machines R (Fax, Copier) Verbal communication (including telephone) R Written communication (including composition) R Public speaking/group presentations R Team-oriented and collaborative interpersonal relationships R Respectful client relationships R Client assessment and evaluation R Retrieve and compile information R Verify data R Maintain records R Organize and prioritize information R Analyze and interpret information R Investigate, evaluate and recommend action R Basic mathematical concepts (add, subtract, multiply, divide) R Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) P Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) P Reasoning and logic R Sensitivity to service population's cultural and socioeconomic characteristics R

FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.