

Job Title: Family Group Decision Making Bilingual Coordinator

York County Job Description

Job Title: Family Group Decision Making Bilingual Coordinator

Revision Date: 4/4/11

Full time **Part time**

Hours of Work: Various

Hours per week: 40

Shift: Day

Department No: 25

Department Name: Human Services

Reports to (title only): Family Group Decision Making Supervisor

To be completed by the Human Resources Department:

FLSA Status: Exempt Non-Exempt

Classification:

Grade Level:

POSITION SUMMARY

The Family Group Decision Making (FGDM) bilingual coordinator is a full-time administrative position serving County residents through the Human Services Department for the County of York. The FGDM bilingual coordinator is fluent in both English and Spanish and coordinates all facets of FGDM conferences including contacting families, scheduling conferences, finding a location, scheduling facilitators, and ensuring all family members and service providers are comfortable and familiar with the FGDM process.

ESSENTIAL REQUIREMENTS

- Bachelors degree in Social Work, Quality Management, Education, Public Health Administration, Criminal Justice or related field or an associates degree with four years experience in public / human services;
- Excellent verbal and written communications skills in both English and Spanish;
- Ability to translate documents related to FGDM in both English and Spanish;
- Family focused;
- Ability to engage individuals of all ages and functional levels;
- Ability to understand and form relationships with families, youth, and external stakeholders;
- Understands, values and has the ability to practice and lead from a 'coordinated systems' approach to working at the individual, family and community level;
- Valid driver's license required (provides own vehicle);
- Valid Clearances: Child Line, State Police, FBI;
- Evening and weekend hours required as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate FGDM conferences, which includes contacting all family members, service providers, and other stakeholders to inform them of the process; schedule a date and time for conferences; find a location; arrange a meal for the conference; schedule facilitator; notify all attendees of the conference location and time;
- Maintain fidelity to the FGDM model;

- Ensure all forms are properly completed as needed for funding sources;
- Ensure that the FGDM plan is properly documented;
- Schedule follow-up conferences;
- Follow-up on cases as needed to develop outcomes;
- Facilitate FGDM conferences as needed;
- Promote FGDM throughout county government and the community;
- Attend meetings with categorical agencies to improve coordination between agencies and the FGDM staff;
- Knowledgeable of community resources, services, and supports; encourage and promote the development of culturally competent approach in all of the above;
- Participate, as appropriate, in multi-system collaborative such as the local Integrated Children's Services Plan (ICSP), Health Choices / MCO Management Team, and other significant efforts that address quality and 'systems' level changes;
- Notify supervisor in the event of implementation difficulties/problems immediately;
- Notify the referral source and the family in writing when a referral is pulled from treatment or denied;
- Stay current on the treatment trends, regulations, and best practices through workshops, seminars, conferences, networking, personal study and contacts; both formally and informally share knowledge and experiences with others at the community and professional level;
- Perform other reasonable duties as assigned.

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

2. Communication - English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- Fluent Reading
- Recognition of Signs/Symbols
- Simple Reading
- No Reading Skills Required

4. Hearing

- Ability to Hear Required
- Limited Hearing
- Hearing Not Required

5. Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

6. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

7. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- Several Blocks From Building
- Building Only
- Work Area
- Room Only

9. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

10. Sitting

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

11. Standing

- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

12. Bending

- Knees and Waist
- Waist Only
- Knees Only
- No Bending Required

13. Lifting

- Greater than 30 lbs.
- 10 - 30 lbs.
- Less than 10 lbs.
- No Lifting Required

14. Reaching

- Greater than 6 Feet
- 2 - 6 Feet
- Less than 2 Feet
- Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.