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Partners in Caring/Coordinated School Health Team  
South Pottawatomie County School Consortium Family Support Coordinator

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**REPORTS TO:** Partners in Caring Project Director and School Site Supervisor

**STATUS:** Full time/salary

**DATE:** December, 2020

**POSITION SUMMARY:** The South Pottawatomie County School Consortium Family Support Coordinator is a part of the Partners In Caring Initiative (PIC) and is housed at the school sites full time; school sites include Asher, Maud, Macomb and Wanette. This position is responsible for assisting the schools and the PIC Team in responding to identified student and family needs, acting as the point of contact for the PIC Team, determining appropriate services and referrals for students and families, providing service coordination and assisting students and families with accessing internal and external resources and supports. The Family Support Coordinator also coordinates the Partners In Caring inner school referral system under the supervision of the PIC Director, as well as the identified school site supervisor.

**Duties and Responsibilities:**

1. Upon request by school leadership, overseeing or creating student and family support programs and/or services, including truancy, food pantry, resource/clothes closets, back-pack programs, community resources/donations.
2. Assisting individuals and families with securing social service needs, including assisting with Free and Reduced Breakfast/Lunch Program, SoonerCare applications, SNAP applications, a wide range of community referrals to meet any identified basic need.
3. Conducting initial screenings and gathering referral information for the PIC Team, including completing all program-related intake paperwork and documentation according to established timelines, ensuring confidentiality and HIPPA compliance through the process.
4. Based on initial intake information, assisting the schools and PIC teams in determining appropriate services needed, assisting with determining program and service eligibility and assisting with developing strategies for removing barriers to student academic success.
5. Scheduling student or family appointments, including for crisis and non-crisis services for PIC Team members, as requested.
6. Providing Information and Referral services to students and families through a warm hand off approach to individuals seeking assistance.
7. Coordinating school and PIC referrals to services, internally and externally, to meet the needs identified during the intake and screening process; this could include making referrals to Child Welfare and also includes advocating for students and families, when necessary.
8. Tracking and documenting time, services, referrals and follow-up with accuracy to ensure PIC services are provided in a high quality and timely manner.
9. Establishing and conducting regular contact with families, through office visits, home visits, phone, conference calls, or any other appropriate mechanism, until all identified needs are met and services are secured, which includes maintaining contact with families to a degree sufficient to monitor and assist progress

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toward identified goals (at least one time per month). Home visits are required to be provided by the Coordinator, when the need is identified.

10. Safeguarding and maintaining individual records to keep consumer files complete, confidential, and in order, this includes filing documents in secure areas; adhering to the recommended organization of components of individual files; and obtaining and documenting Releases of Information agreements prior to sharing private consumer information with others.

11. Assisting families in gathering documentation and information required for programs, including, but not limited to, developmental and/or disability programs, SNAP, Medicaid (Title XIX), Free and Reduced Lunch Program, etc.

12. Maintaining an updated list of community resources, services, public entities and contact information for South Pottawatomie County Schools and PIC Team Information and Referral services.

13. Collaborating, coordinating and communicating with other service providers and partners as needed to assist students and families in securing services, to keep updated on resources, and to maintain relationships.

14. Maintaining a flexible schedule to accommodate student and family needs, which could include providing services on evenings and weekends.

15. Connecting students and families to a wide range of school and community based programs, including, but not limited to, Truancy Programs, First Time Offenders, Parenting Programs, Botvin Life Skills Education, Community Services, etc.

16. Participating in training opportunities to maintain individual and organizational competency in assigned areas of responsibility, which includes demonstrating competencies identified for certification in Case Management and required Policies and Procedures; consistently updating knowledge and skills relevant to position responsibilities; and attending in-services, conferences, workshops, and required agency meetings as appropriate.

17. Attending all PIC Team meetings, and coordinating services and referrals for PIC Team.

18. Other duties as assigned

### **Knowledge, Skills & Abilities**

1. Knowledge of the principles and practices of social work, counseling, education, child development, family and consumer sciences, or other related field etc.

2. Knowledge of state and federal policies, legislation, rules and regulations as it relates to mental health services •

Ability to build relationships and collaborate with other community agencies.

3. Ability to relate effectively with children, families, community members, and staff of diverse backgrounds.

4. Operation of general office equipment.

5. Communicate effectively verbally and in writing.

6. Complete work assignments without continual direction.

7. Proficient in email and online document platforms.

### **Qualifications:**

1. Completion of the curriculum requirements for an undergraduate/graduate degree from an accredited

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university.

2. ODMHSAS Case Management Certification or Completion of training in Strengths Based Targeted Case Management and certification of completion within 90 days from ODMHSAS.
3. Knowledge of current social and economic problems, principles of budgeting, human relations, community resources (both local and state), social assistance requirements, interviewing and psychological terminology.
4. Valid driver's license.

**I have received a copy of my job description and understand my job responsibilities.**

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**Signature**

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**Date**

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**Witnessed by**

\_\_\_\_\_  
**Date**