

JOB TITLE: CARE Coordinator – Milton Freewater
DEPARTMENT: Wellness Hubs
REPORTS TO: Assistant Superintendent in collaboration with Umatilla County DHS
FLSA STATUS: Non-Exempt
PREPARED BY: Human Resources

SUMMARY:

This position provides organizational support for the Community Access for Resources Effectiveness Program (CARE) in Umatilla County, Working in partnership with and directly supporting the efforts of local schools and community programs to improve family stability and academic learning needs of students in the region, resulting in a reduction of chronic absenteeism to further stabilize Non-TANF families.

KNOWLEDGE:

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each responsibility and essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation for travel throughout Morrow County.

EDUCATION / EXPERIENCE:

- High School diploma or equivalent
- Two (2) years experience working with children and families in a social service related setting. Early childhood experience preferred
- Possess a familiarity with agencies and services available in the community to provide support to children and families
- Bi-Lingual Spanish is required

SKILLS:

- Ability to multi-task, prioritize, and work in a high-energy environment
- Ability to work a flexible schedule when necessary
- Extremely detail oriented and organized
- Strong interpersonal, written and verbal communication skills
- Excellent Computer Skills: Microsoft Office Suite (Excel, Word, Access, Outlook and PowerPoint) and web based applications
- Possess excellent interpersonal, verbal and writing skills
- Flexible and amiable to change
- Ability to exercise tact, diplomacy, independent judgment and aptitude for handling and processing privileged information with professional integrity
- Knowledge of agencies and services available in the community to provide support to children and families
- Ability to work effectively with staff, community, and local district personnel
- Ability to work independently
- Exhibit cultural competency and sensitivity with the ability to communicate effectively with all cultural groups

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:

1. Develop procedures to coordinate agency and school efforts for children and families
2. Act as a universal referral point for schools and community social services agencies
3. Coordinate and schedule CARE Team meetings in schools served
4. Facilitate CARE Team meetings in each school.
5. Track and evaluate outcome of CARE Team meetings
6. Time will be split between program representation, program coordination, and program oversight

7. Perform other duties as assigned by the Director and/or Assistant Superintendent
8. Specific responsibilities and essential functions related to assignment (____ have) or (____ have not) been attached

Program Representation

1. Serve as major referral intake point
2. Review referral to determine agency representation needed
3. Determine referral applicability to program parameters
4. Schedule CARE Team meeting for appropriate referrals
5. Respond to questions and requests for information about CARE
6. Present information for community partners, as needed
7. Develop reports for community agencies, as needed
8. Publicize CARE description and potential services offered
9. Work directly with families to provide stability supports
10. Build rapport with referred families by using a strength based approach to develop a detailed plan of action to connect them to the appropriate services that can prevent job loss or academic failure
11. Help families navigate other resources needed in the community

Program Coordination

1. Serves as central point of contact for all members involved with the CARE program
2. Have frequent contact and receives input and program/case direction from CARE Team members and referred families
3. Schedule base team meetings
4. Determine which cases will be staffed/re-staffed
5. Set weekly agenda for each school
6. Identify resources
7. Contact appropriate agencies
8. Coordinate, attend, and facilitate base team meetings
9. Ensure confidentiality requirements are explained and met
10. Report to the CARE Steering Committee
11. Identify action items from CARE Team meetings
12. Set responsible person for each action and due date
13. Communicate unexpected developments with CARE Team
14. Contact referral source to update on actions taken

Program Oversight

1. Strengthen partnerships with schools to reach underserved, underrepresented families in poverty
2. Prevent entry into TANF programs
3. Ensure services related to case plans are occurring
4. Contacts persons in charge of actions
5. Reviews cases to ensure that action items are completed
6. Oversight of family responsibilities
7. Maintains and updates data base to track referrals
8. Advocates development of community resources
9. Creates quarterly and annual reports of progress

EFFORT:

Mental:

- Make decisions, assess risk, perform complex work and proceed with insufficient information
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests

Work Place:

- Comply with IMESD Performance Standards

- Work effectively with and responds to people from diverse culture or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain IMESD building property, equipment and materials appropriately
- Follow all IMESD policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to data, students, parents, staff or IMESD patrons
- Fulfill duties associated with Mandatory Reporting for suspected child abuse or neglect.
- Have regular and punctual attendance at work and work activities, punctual in meeting deadlines, attending meetings, following schedules, respond to management directions and solicits feedback to improve performance
- Develop job skills necessary to meet changes in the position
- May be required to travel to and from school locations in the IMESD service area and may be required to travel on overnight assignments and/or outside the regular work hours

Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs per day)

F - Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O - Occasionally (.5 – 2.5 hrs per day)

C - Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms				X	
Repetitive use of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control		X			
*Pushing/Pulling Maximum weight: 40 lbs.		X			

*Lifting/Carrying Maximum weight: 40 lbs.		X			
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*Identify items typically moved:

WORKING CONDITIONS:

- This position involves working at IMESD campuses and/or Districts in the IMESD service area.
- This position is a full time eleven-month position. The typical workweek is M-F, 8 hours a day. However, Care Coordinators must have the ability to work at multiple work sites and have the ability to work a flexible schedule when necessary.
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits to be established by the IMESD Classified Association in accordance with negotiated agreement with the IMESD Board of Directors. Schedule and assignments to be established by Directors and /or Assistant Superintendent.

ADDITIONAL INFORMATION:

Employee Unit: Classified Association
Pay Grade: Column 4 - Step 1 to Column 6 - Step 5
Approved by: Jerry Copeland, HR Director
Last revised: April 14, 2020

NOTE:

IMESD believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

EMPLOYEE STATEMENTS:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD."

"I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date

