



CLASSIFICATION	8
RANGE	35,753.00 -53,630.00
FLSA	EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Children’s Services Act Coordinator

Job Summary: *(General summary/objective)*

The Children’s Services Act Coordinator is responsible for the coordination and oversight of mandated services rendered under the Children’s Services Act for At Risk Youth and Families. This position is professional and managerial in nature, providing resources and knowledge to both internal and external audiences, including policy-making bodies. This position will have high public exposure and will be a public representative of the County during the normal course of work overseeing the County’s CSA mandated services.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the County.
- Responsible for coordinating and facilitating monthly Family Assessment Planning Team (FAPT) and Community Policy Management Team (CPMT) meetings.
- Identifies training needs for participants (FAPT, CPMT, Service Coordinators and community stakeholders).
- Responsible for scheduling meetings; preparing reports and materials; oversees recording and distribution of meeting minutes; reviewing cases; and presenting funding requests for CMPT and FAPT.
- Assists CPMT in writing, interpreting and implementing local policies and procedures.
- Distributes parent & provider notices, parent co-pay notices, questionnaires to families, and is responsible for receiving progress reports on clients, and updates client files.
- Meets with families to provide a better understanding of FAPT paperwork and the program and provides families and community agencies with appropriate referrals.
- Trains case managers , monitors compliance of child assessment tool, CANS, with requirements and deadlines.
- Serves as liason between CPMT, FAPT and Service Coordinator.
- Consults and communicates with service providers orally and in writing to obtain, monitor and evaluate services. Prepares service plans as approved.
- Maintains daily communication with service providers and agencies. Negotiates fees with service providers.
- Ensures that all regulations and procedures are followed and that local policies and practices comply with State and federal laws, regulations, mandates and policies.
- Provides related documentation, reporting, utilization management information, and ensures the filing of eligible Medicaid applications.
- Assess, manages and documents parental co-pay arrangements and transactions.
- Participates in state meetings, training programs, regional CSA meetings and regional Steering Committee meetings.
- Maintains appropriate records and files for all cases as required by law, regulation and policy. Ensures compliance of regulations by performing internal file audits.
- Assists in the planning of, prepares and monitors the department budget. Reconciles monthly billings and payments with Finance Department staff.
- Reviews, codes, and enters disbursements of all monies to ensure the appropriateness and accuracy of invoices and that appropriations are not exceeded.

- Plans, organizes, and directs all operations of the department.
- Designates mandated categories for expenditures.
- Prepares State supplemental allocation and funding/reimbursement requests.
- Tracks all program receipts, expenditures and encumbrances.
- Files annual tax set-off with the County Treasurer.
- Performs secretarial and clerical work, including filing and maintaining files, and other duties as assigned.

Job Requirements:

- Position requires any combination of education and experience equivalent to a four-year degree from an accredited college or university with major course work in human services, public health or a related field
- At least 3 years of relevant professional work experience preferred
- Must have thorough knowledge of community-based at risk youth services, service providers, and CSA laws, regulations and policies.
- Must possess excellent oral and written communication, as well as interpersonal and public relations skills.
- Proficiency in use of Windows, Microsoft Office Suite, spreadsheet and word processing applications
- Ability to organize and present information clearly and concisely with a high degree of attention to detail.
- Ability to work effectively with all segments of the community and all levels of state and local agencies and the County government
- Ability to create and maintain complete and accurate financial and treatment records and reports
- Ability to effectively cope with stressful and emotionally disturbing situations, subject matter, and events.

Physical Demands/Special Work Environment:

- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and data input.
- Worker must able to remain at work station in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with co-workers, children, parents or family member, case workers, government officials and service providers.
- Must be able to exchange accurate information in these situations.

Reports to: Director of Finance

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date