



## Position Description

Title: Coordinator - Family Group Decision Making		
FLSA Class: Exempt	EEO Category: Professionals	WC Class: 8861
Job Title #: 180004	Salary Grade:	
Date Approved: 2/27/2017	Purchasing Approval Level: I	
Revision Date:	Revision:	

### Purpose of Position

This position provides community based, family social casework, family social group work, and family engagement services at a professional level, including interventions, and family engagement. The FGDM Coordinator engages families, works with other family support teams and EAI's ON clinicians to ensure decision-making is strength based, goal directed and centered on children's safety and well-being. The FGDM Coordinator prepares and facilitates family meetings related to information sharing, relationship building and respect for culture and diversity. The position reports to the Director of Community Based Services.

### Major Duties (\*Essential Element)

- Screens and accepts assignment of referrals meeting criteria for program appropriateness. \*
- Meets with assigned families to prepare for Family Group Decision Making meetings, to negotiate a plan designed to address agency concerns and family goals. \*
- Utilize independent judgment and planning regarding the child's safety and well-being.\*
- Identify, develop (if not available) and implement family and community supports needed to address the needs of the family and ameliorate stresses or behaviors that are at risk of or have resulted in past abuse or neglect.\*
- Provides modeling of positive behaviors in all interactions with the family and stakeholders.\*

- Must be able to work productively and respectfully with individuals and families from diverse cultural backgrounds.\*
- Secures information in regard to the family unit from various sources and prepares a plan that addresses the agencies concerns and the family's goals.\*
- Manages payroll and supervision of one (1) person.
- Facilitates team meetings and secures information which is included in weekly progress notes, outcomes, and distributes to various agencies as agreed upon at the local level within the established time frames.\*
- Utilizes a computer in preparing professional written reports and summaries for various agencies within the established time frame.\*
- When required, attends court hearings, permanency planning meetings, and other such meetings to engage and empower the families.\*
- Maintains records of accountability within established time frames.\*
- Performs administrative and/or other duties after hours, on weekends, holidays, and whenever deemed necessary by the Director of Community based Services or the Regional Vice President.\*
- Other duties as assigned

### Working Conditions

Office and home environments

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

Yes

### Qualifications

- Strong written, verbal, organizational, and interpersonal skills.
- Must be proficient in Word, Excel and email applications.

- Possess a current, valid driver's license and meet the Great Circle requirements for insurance.

#### Required Education and Experience

- Bachelor's Degree in Social Work, Counseling, or an equivalent behavioral science.

#### Preferred Education and Experience

- Preferably, 2 year experience in child welfare, or mental health setting