



CECIL COUNTY GOVERNMENT
POSITION ANNOUNCEMENT
February 27, 2018

DEPARTMENT OF COMMUNITY SERVICES –
LOCAL CARE TEAM COORDINATOR
FT CONTRACTUAL

LOCAL CARE TEAM COORDINATOR- is needed for the Department of Community Services with a starting annual salary of \$40,040 (Bachelor's Degree) or \$45,094 (Master's Degree). This position will provide staff support to the Local Care Team to ensure youth with intensive needs receive comprehensive support services. This staff person will ensure a coordinated system for case referral to the Team, to include tracking referrals and services, maintaining a comprehensive resource database, collecting and reporting data and ensuring follow up services. The Coordinator will be responsible for facilitating a coordinated approach to services and ensure parent involvement in Local Care Team meetings. The Coordinator will also support other child and family focused efforts as required by the Local Management Board. PTO, medical, holiday pay and workers compensation benefits are included. This position is grant funded, subject to contractual agreement, and based upon renewal.

Position requirements: Bachelor's Degree required; Master's Degree preferred; experience with child placement systems and a clinical or special education background required; specialized understanding of complex behavioral health or disabilities required.

Duties: Include coordinating referrals from child serving agencies; coordinating representation, scheduling meetings, preparing agendas and keeping minutes of meetings; maintaining an accurate database of referrals and clients; follow-up with families; referring or alerting families to public and private sector resources and providing guidance in completing forms and applications; developing and presenting training modules; work collaboratively and respectfully with diverse groups of individuals; supporting Local Management Board efforts to research and improve current child and family programming; designing, implementing and overseeing the evaluation of the Results Accountability model that meets funder and LMB needs; performs all duties as directed.

Application procedure: Please go to www.ccgov.org to complete an application/ submit a resume. Open until filled.

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