

Lake County Department of Human Services
Wraparound Facilitator

Department: Case Management

FLSA Status: Full time

Amount of Travel Required: 30-50%

Work Schedule: Weekdays during regular business hours some evenings and weekends.

Job Status: Full Time

Reports To: SOC/Wraparound Coordinator

Positions Supervised: None

POSITION SUMMARY

Wraparound Facilitator is responsible for providing screening, intake, assessment and Wraparound facilitation services to eligible children and families. The Wraparound Facilitator is responsible for delivering Wraparound/Case Management Services in a manner that is faithful to the model. They are responsible for engaging families in the Wraparound process. The Wraparound Facilitator ensures effective functioning of the Wraparound team and strives to support families in managing their own services and supports and strengthening their natural and social support systems.

ESSENTIAL FUNCTION STATEMENTS

- Under supervision the Wraparound Facilitator screens, assesses and completes an intake of program eligible children.
- Ensures confidentiality is maintained with all families.
- Identifies Wraparound Team members and facilitates Wraparound Coordination Meetings.
- Completes a Wraparound Service Plan.
- Links families to all identified services to be provided by Community Agencies.
- Meets regularly with the family and the Wraparound team to confer with family and team members, assess progress, and make appropriate referrals.
- Completes all screening, assessment, intake, and Wraparound service plan documentation as required including meeting minutes, agendas, and goals.
- Documents all progress and contacts in the child's record. Maintains complete, accurate and timely records such as case management notes on each child and family.
- Enters all required data into the on-line database.
- Conducts Outreach services to community agencies, schools, community centers and other agencies where families and children may come in to contact with services.
- Provides the majority of screening, assessment, intake, and Wraparound services in the community.
- Participates in public speaking and community awareness presentations.
- Responsible for assuring that all school-age children are enrolled in and attending school. Works with school personnel to monitor school-related issues, such as immunizations, attendance, school behavior problems, etc.
- Maintains professional working relationships with other community social service agencies and related programs in order to have a strong referral and resource network for families.
- Participates in all Quality and Performance Improvement Activities including the collection of fidelity data.

PERSONAL & PROFESSIONAL CONDUCT

The Wraparound Facilitator must be a champion for the principles of Wraparound. They must be outgoing and possess the ability to engage others in the process. The Wraparound Facilitator must be open to cultures and values that are different from their own and be able to work towards missions and visions that vary from their personal beliefs.

The Wraparound Facilitator must exemplify the highest standards of personal, professional, and ethical conduct and abide by the LCDHS Personnel Policies. In particular, the Facilitator must demonstrate capacities for trust, responsibility, initiative, self esteem, caring and integrity. Facilitator is required to participate in continuing education programs for continued professional growth.

Facilitator is classified as a contractor and is governed by the personnel policies related to this classification.

POSITION CLASSIFICATION AND COMPENSATION

This position is classified as contract position.

MINIMUM QUALIFICATIONS:

Lake County Department of Human Services

Wraparound Facilitator

Education: Bachelor of Science Degree in Social Work or equivalent from an accredited university or college required. A Masters of Social Work and prior experience with Wraparound Facilitation, Service Planning, and/or family advocacy is preferred. At least two years work experience with children and families.

Other Preferred Qualifications: Bilingual in English and Spanish required, able to speak fluently with adequate reading and writing skills. Must demonstrate the ability to relate to children and families in a positive manner. The ability to extend emotional support to families in crisis with a non-judgmental attitude, offering compassion and strength in an objective manner. Leadership qualities to include the ability to give direction and to work cooperatively with peers and accept direction as needed. Knowledge of community resources and ability to access needed services for families. Must have own car, reliable transportation to make home visits throughout the city on a regular basis.

Other Requirements: Must have own vehicle and have reliable transportation at all times, able to maintain insurance and registration on vehicle and posses and maintain a good driving record.

PHYSICAL DEMANDS

Physical Abilities		Lift /Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)		

Other Physical Requirements

None

WORK ENVIRONMENT

Office and Outdoor Environment

Resumes and cover letters should be sent to Gloria Perez, Wraparound Coordinator
Gloria.perez@state.co.us The position will remain open until filled.