

FAMILY SERVICE CARE COORDINATOR

We are actively seeking **Family Service Care Coordinators**. With guidance from the Supervisor/Wraparound Coach, the Family Service Care Coordinator works with families whose children and youth are at risk for abuse and neglect. This individual assesses a family's needs and strengths, identifies appropriate services, and ensures that referrals are made to the most appropriate supports and systems of care.

Responsibilities include the following:

- Facilitate such wraparound functions as family engagement, enhancing existing natural supports, and connecting families to culturally relevant community-based resources;
- Prepare strengths-based culturally competent family needs assessments, arrange for or administer other assessment tools, and identify emerging and urgent needs;
- Manage documents, including obtaining and maintaining client records, collecting data, and administering such functional assessments as the North Carolina Family Assessment and Ohio Scales;
- Provide coordination and referral, linking families to appropriate services and supports, establishing emergency protocols with families, working to address such unmet needs as housing, food, job training, and child care;
- Advocate for families and coordinate the wraparound process from a strengths-based perspective.

Qualifications:

- Bachelors degree in Human Services field or personal experience as a caregiver of a child and/or youth with a disability who has received services through the behavioral health, child welfare, juvenile justice, special education, early childhood, or other human service systems that support families of children and youth with serious emotional, behavioral, and mental health challenges;
- Organizational skills, including experience in effectively managing multiple activities;
- Ability to work a flexible schedule, including evenings and weekends as needed;
- Possession of a valid driver's license, reliable transportation, and proof of auto insurance.
- Bilingual skills a plus.

John Hope Settlement House provides a comprehensive and competitive benefits package.

Please send resume, with salary expectations, to:
Nancy Cotter, Director of Human Resources
John Hope Settlement House
7 Thomas Whitten Way
Providence, RI 02903
ncotter@johnhope.org

John Hope Settlement House is an Equal Employment Opportunity Employer. We do not discriminate in our employment practices on the basis of race, color, sex, religion, age, national origin, sexual orientation or veterans' status.

We are actively seeking a diverse array of candidates.