

JOB TITLE: Family Care Coordinator

REPORTS TO: Family Intervention Court Project Director

HOURS: 8:00 a.m. –5:00 p.m.
Monday – Friday, some evenings and weekends

SALARY: Will be discussed at interview - depending upon experience
Salary plus benefits

Summary

The Family Care Coordinator will work with the Court Team to support Court Team activities. The Family Care Coordinator facilitates coordination and collaboration among court team members, treatment providers, families involved in the FI-ITC program and Judges, coordinates and schedules Family Update calls, meetings, keeping and disseminating minutes, conducts follow-up activities related to Court Team goals in addition to keeping track of service delivery dates and progress.

Responsibilities

- Works with Project Director implement recommendations of Court Team
- Assist in the identification risk factors for families
- Completes assessments as identified
- Responsible for maintaining MIS system used for staffing reports and grant reporting
- Identify community resources for families and work to integrate these resources into service planning
- Assist with clinical treatment coordination
- Identify needed wrap around supports for families
- Coordinate conference calls on assigned families for planning and clinical coordination purposes
- Participate in weekly court staffing in order to communicate family “issues” and critical points to the Judge and court team
- Provide case management to families involved in the program
- Main source of contact between court team and treatment providers

Skills & Experience

- Knowledge of local community early childhood services including: early care and education, health, mental health, child welfare, early intervention.
- Ability to work collaboratively with multidisciplinary group
- Knowledge of issues related to child abuse and neglect
- Knowledge of juvenile and family court functioning
- Background in infant/early childhood development or related field
- Experience with systems change and community collaboration
- Ability to work effectively across agencies and disciplines
- Excellent writing and verbal skills able to produce documents suitable for legal-trained readers.

- Computer literacy, specifically as regards Microsoft Office products
- Assist with reporting on current service delivery

Preferred

- Knowledge of infant/toddler social-emotional development and impact of abuse and neglect;
- Experience working with juvenile and family court judges
- Experience with culturally diverse populations
- Knowledgeable about substance abuse

Education

Minimum undergraduate degree in child development, social work, psychology or related field. Master's degree preferred along with licensure as an Licensed Chemical Dependency Counselor.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY.

CLOSING DATE: May 10, 2019

CONTACT:

To Apply: Submit a letter of application and resume by **May 10, 2019** to:

Melissa Dartez
Administrative Offices of the District Courts
301 Fannin, 5th Floor
Houston, Texas 77002

Email: Melissa_Dartez@Justex.net

Note: This position is funded by a Federal grant.

AN EQUAL OPPORTUNITY EMPLOYER