

Coordinated Services Team Initiative

Initiative Coordinator Job Description

Primary Responsibilities

- Bring together parents and relevant staff from various agencies and organizations to comprise the Coordinating Committee. Support their activities, ensuring compliance with established policies and procedures.
- Maintain active organizational support as established in the Interagency Agreement
- Receive and review referrals
- Present referrals for review to the Screening Committee
- Assure provision of service coordination services for all family teams
- Guide the development of family teams, ensuring compliance with basic principles of wraparound core values
- Review plans of care for consistency with ISP process (including safety plans); if all team members have signed off, authorize implementation
- Assist the Coordinating Committee and family teams in establishing consistent measures for program development, implementation, evaluation, and monitoring of the project and outcomes.
- Facilitate public education and awareness of issues and programming for families with children who have multiple needs through community forums, citizen surveys, and publishing/broadcasting public service announcements
- Conduct workshops/trainings for families and providers
- Support service providers in developing strategies to enhance existing programming, increase resources, and/or establish new resources relevant to project goals and objectives
- Conduct liaison duties with local and state agencies ensuring data and reports are submitted in an accurate and timely manner

Additional Possible Responsibilities

- Maintain data of enrollments and screening results
- Establish and report monitoring and evaluation results
- Assist in developing and maintaining additional funding sources, including collaborative efforts with system partners
- Assist in the development and implementation of family advocacy services