

# Coordinated Services Team Initiative

## Initiative Coordinator Job Description

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*The primary responsibility of the initiative coordinator is to promote collaborative relationships between systems of care.*

The initiative coordinator shall do all of the following:

- 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.
- Work with the coordinating committee to maintain and support agency participation as established in the Interagency Agreement.
- Work with the coordinating committee and service coordination agency to receive and review referrals.
- Work with the coordinating committee and service coordination agency to assure provision of service coordination services for all groups of people working with the child and his or her family.
- Guide the development of the coordinated service team working with the child and his or her family in order to ensure compliance with basic principles of the initiative core values.
- Review plans of care, including crisis response plans, for consistency with the coordinated services team approach to providing services to a child and his or her family and core values.
- Assist the Coordinating Committee and coordinated services teams in establishing consistent measures for program development, implementation, evaluation, and monitoring of the initiative and its outcomes.
- Facilitate public education and awareness of issues and programs for children who are involved in 2 or more systems of care and their families.
- Ensure provision of ongoing support and training that is related to the coordinated services team process for families, care/service coordinators, and providers and ensure orientation for coordinated services team members.
- Support service providers in developing strategies to enhance existing programs, to increase resources, and to establish new resources relevant to project goals and objectives.
- Ensure that local and state agencies submit data and reports in an accurate and timely manner.
- If directed to do so by the coordinated committee, perform any of the duties listed below:
  - Maintain data of enrollments in the initiative and results of screening.
  - Establish and report monitoring and evaluation results.
  - Monitor, or ensure proper monitoring of targeted case management and in-home services provided under the Medical Assistance Program, including recordkeeping and billing processes.
  - Assist in developing and maintaining additional funding sources, including collaborative efforts with system partners.
  - Assist in the development and implementation of advocacy for families.