

Coordinated Services Team Initiative

Initiative Coordinator Job Description

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.