

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## Local Site Coordinator - SEFBHN

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited institution of higher learning in a social services field;
- (2) Master's degree preferred;
- (3) A minimum of five (5) year of experience in program management;
- (4) Certification as a Certified Recovery Peer Specialist-Family will be required within six (6) months of hire;
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in the children's mental health field. Familiarity with culturally diverse children and families. Experience in managing federally funded projects. Knowledge of local delivery systems and strong relationships with local service providers is essential. Ability to use effective communication skills including problem solving, conflict resolution, mediation, and oral and written communication. Ability to collect, analyze and interpret data. Technology skills appropriate for modern office operating such as word-processing, telecommunications use, spreadsheet data collection, and information management. Knowledge and demonstrated ability in program implementation is essential. Strong commitment to child and family centered services. Ability to advise site based administration and staff in the implementation of special programs. Ability to travel to schools throughout the district.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To oversee all aspects of the local expansion project for Florida's System of Care Expansion Implementation Project.

#### SUPERVISES:

Personnel as Assigned

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Confer with Southeast Florida Behavioral Health Network on management structure/activities (e.g. roles and responsibilities, committee/governance structure, decision-making processes, etc.)
- \*(2) Oversee the development and completion of a local comprehensive strategic plan with action steps in order to improve, implement, expand and sustain comprehensive services and supports consistent with System of Care principles and philosophy.
- \*(3) Oversee all expenditures and be accountable for budgetary and programmatic performance and required federal funding for the local expansion project.
- \*(4) Oversee the development of a local social marketing and communication plan to promote social inclusion, develop partnerships, and promote System of Care values.

## **Local Site Coordinator (Continued)**

- \* (5) Collect information from parents, administrators and teachers through interviews and consultations as it relates to engaging them in planning and service delivery.
- \* (6) Participate as a member of school based educational and behavioral planning teams.

### **Assessment/Evaluation**

- \* (7) Coordinate with Southeast Florida Behavioral Health Network to provide feedback on project on such areas as organization, staffing, processes, budget, barriers and needs and to ensure effective implementation of the expansion project.
- \* (8) Participate in service improvement, evaluation and development efforts.
- \* (9) Be alert, sensitive, and receptive to input, stated and demonstrated needs of the target population, and collaborative network members in developing and refining the local strategic plan.
- \* (10) Ensure that core principles such as youth and family voice and cultural competence are always present.
- \* (11) Ensure effectiveness through continuous evaluation and data collection.
- \* (12) Maintain accurate daily records and data collection to document students' progress, including requirements for Medicaid, grants, and individual care plans.

### **Intervention/Direct Services**

- \* (13) Participate in providing a variety of support services for parents/caregivers.
- \* (14) Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and the school.
- \* (15) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.

### **Technology**

- \* (16) Use technology resources effectively.
- \* (17) Use technology to communicate effectively with students, parents, community and agencies.
- \* (18) Use technology for administrative tasks.

### **Collaboration**

- \* (19) Encourage and facilitate collaboration of local key partners, including child welfare, education, juvenile justice, substance abuse, primary care and family organizations that will be utilized throughout the project.
- \* (20) Set, plan and coordinate Local System of Care Expansion Team meetings.
- \* (21) Participate with Advisory Team to ensure alignment of local and state plans and that the state plan reflects local needs.
- \* (22) Provide caregivers perspective in agency service support structures.
- \* (23) Participate in System of Care community development group to assess community needs and promote a comprehensive community-wide service delivery system.
- \* (24) Provide community outreach/training on the principles of Systems of Care, local process and the involvement of youth in their individual care plan.
- \* (25) Communicate with parents, teachers and others through written reports, oral presentations and social media.
- \* (26) Provide consultation on an ongoing basis to teachers, parents and other school personnel to resolve students' behavioral problems and increase the level of service required to meet the needs of the student.
- \* (27) Collaborate with parents and teachers to reinforce positive behavior.
- \* (28) Act as a liaison with public and private agents who work with students, *e.g.*, doctors and counselors, community agencies, as needed.

## **Local Site Coordinator (Continued)**

- \* (29) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- \* (30) Provide families, employees, and other professionals with consultation and instruction in Behavioral Intervention techniques to carry over into daily activities. This may include, home visits, regularly scheduled meetings, mentoring and collaborative meetings.

### **Staff Development**

- \* (31) Model effective coping techniques for parents and caregivers.
- \* (32) Provide consultation and training to staff regarding a program requirements.
- \* (33) Attend training relevant to position.

### **Professional Responsibilities**

- \* (34) Act in a professional and ethical manner.
- \* (35) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \* (36) Mentor students.
- \* (37) Perform and fulfill professional responsibilities including using time effectively.
- \* (38) Maintain confidentiality of all student records.
- \* (39) Complete and submit deliverables to the Southeast Florida Behavioral Health Network.
- \* (40) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (41) Ensure adherence to good safety standards.

### **Student Growth and Achievement**

- \* (42) Establish and maintain a positive collaborative relationship with the students' families to increase meet the goals of the individual care plan.
- (43) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

This is a grant funded position through the Southeast Florida Behavioral Health Network and is subject to funding.

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved 04-11-17