



# Partnership for Child Health

## Lead Family Coordinator Diversion – Position Description

Department: Partnership  
FLSA Status: Non- Exempt  
FLSA Classification: Administrative  
Work Schedule: 40 hours per week; 1.0 FTE

Job Status: Full-Time  
PCH Classification: Hourly  
Reports To: JJ Director  
Positions Supervised: N/

### Position Summary

The Lead Family Coordinator will work jointly with the Director of Juvenile Justice programs and the Director of Family Engagement to ensure that families and youth involved or at-risk of involvement in the justice system. Utilizing personal experience, the Lead Family Coordinator will provide peer support for families and caregivers navigating social service systems.

### Responsibilities

- Provide Peer-to-Peer Support, Build and strengthen family involvement to influence and understand mental and behavioral health services.
- Amplify family and youth voice.
- Provide families with tools to advocate for their child in all behavioral health services and systems of care.
- Identify specific family engagement practices and programs to increase the level and frequency of family engagement.
- Support and answer individual's questions and assist in the resolution of concerns and critical situations.
- Build relationships with families and professionals by concentrating efforts of agencies that specialize in family involvement and engagement.
- Assist families in navigating identified resources, services and systems to support and strengthen the family, youth and child.
- Other duties as assigned.

### Qualifications

- Experience in working with family engagement professionals, families of children with Mental Health issues and/or disabilities.
- Ability to build rapport across diverse populations.
- Experience advocating for children, youth and their families in multiple social service systems.
- Establish and maintain positive working relationships and work with a variety of internal and external stakeholders to prioritize, negotiate and achieve the goals of the organization
- Employees are required to be vaccinated and adhere to all COVID precautions.

**Education and Experience**

- Minimum of baccalaureate degree in education, or related health, child development, or human services field.
- Minimum of two years' experience working with families, youth and/or children in the children and family's services community.
- Personal experience as a parent or caregiver of ayouth at-risk or involved in the justice system with severe emotional disturbances with the desire to openly utilize that experience in a leadership and supporting role with the CJRG.

**Personal characteristics**

- Demonstrate problem solving skills, decision making skills and sound judgment.
- Demonstrate time management skills, effective public speaker, attention to details, and demonstrated independent mobility within the community.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to work independently and utilize initiative, ability to be organized and meet deadlines.
- Possess excellent oral and written communication skills appropriate for children, parents, ad professionals.
- Continue personal competency through in-service and staff development training.
- Ability to work in partnership with other team members and service providers.
- Ability to maintain client confidentiality according to established policies, federal and state statutes as evidenced by obtaining needed releases of information and maintaining updated releases of information.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_