



Employment Opportunity  
Butler County Educational Service Center  
November 28, 2018

**POSITION:** Community Wraparound Facilitator

**GENERAL DESCRIPTION:** The Community Wraparound Facilitator will perform all duties necessary to implement the NWI wraparound model as they assist families negotiate the health and human services systems, develop a plan of care, overseeing the implementation of the plan, identifying providers of services or family-based resources, facilitating team meetings, and establish networks of supports and services within their community.

**QUALIFICATIONS:**

- Bachelor's degree in social services or related field
- At least two years' experience working with children and families with complex behavioral or developmental needs preferred
- Experience in mediation and/or group facilitation preferred
- Experience providing service coordination to families preferred
- Knowledge of the National Wraparound Initiative wraparound process
- Commitment to the NWI principles of wraparound
- Excellent communication, organizational, problem solving and team building skills
- Proficiency in Spanish preferred – verbal and written
- Proven ability to work with both the formal and informal service systems and to build partnerships in the community
- Respectful of and compassionate toward other people's thoughts, behaviors, ideas and needs
- Ability to work independently and as part of a team
- Ability to work in a flexible, developmental way
- Ability to operate with a non-judgmental attitude while responding with empathy and clarity
- Computer literacy
- History of good job attendance
- Valid Ohio driver's license with good driving record and daily access to private insured vehicle during work hours
- Must pass criminal background check, and be free from communicable disease

**ESSENTIAL FUNCTIONS:**

- Assist families in a strength-based team planning process of determining their needs and addressing them through formal services and non-service ways
- Accept assigned cases, complete family discovery, team development and prepare for initial team meeting to program standards

- Guides wraparound teams in developing plans that are strength-based, family driven, culturally sensitive, include youth voice and are comprehensive in addressing family needs
- Maintain accurate records and complete assessments, releases, case notes, database documentation, wraparound and transition plans in a timely manner to program standards
- Schedule and facilitate regular youth and family team meetings that coordinates one overall plan for multi-system or need youth
- Guide team in selection of activities, interventions and services needed to address family needs and achieve team mission
- Explains to families how wraparound will work and coaches families in preparation for team meetings and de-briefs with families after meetings to ensure a clear understanding of the discussion and any decisions made
- Inform families about their rights and responsibilities and teach them how to exercise them
- Provide intervention linkage, referrals and consultation to ensure family support and stabilization
- Monitor the development of individualized youth and family teams and their plans and outcomes to measure their progress
- In partnership with families and their team, assist families in connecting to appropriate community resources and supports available to them
- Monitor services being delivered for ongoing assurance of appropriateness
- Demonstrate confidentiality, reliability and ethical behavior
- Approach difficult topics in a way to diffuse conflict and allow for meaningful consideration by all parties
- Develop and maintain a system for follow-up of youth and family teams and plans
- Implement strategies to address barriers to effective implementation of wraparound plans
- Assist families in obtaining the resources to address their needs and participate in the funding request process by providing the parent support and follow-up on approved requests implementation
- Orients team members to NWI model and facilitates development of a positive working relationship between families and those providing services and supports to meet their needs
- Prepare families and teams for transition from the program and ensure a plan and team of support is in place to address ongoing needs
- Coordinate transition planning and services for youth from out of home placement settings as needed
- Continuously update and improve professional competence through supervision, coaching, and professional development

#### **OTHER DUTIES AND FUNCTIONS:**

- To serve as a role model for others in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the others the belief in and practice of ethical principles and democratic values.
- To consciously develop the thirteen behaviors that supports an organization of trust.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board policies and procedures, educational policies and procedures, behavioral health interventions, implications for HIPPA in school settings, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data, schedule appointments, and lift moderate amounts of weight

Skill in: Basic math, English and communications.

## **EQUIPMENT OPERATED:**

Computer and office equipment.

## **ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue, unruly children/adults.

## **TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

## **EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

STARTING DATE: As soon as possible  
SALARY: \$36,000 - \$39,000 based upon education and experience  
BENEFITS: Excellent benefits for all full time employees  
WORK YEAR: Full Time – 240 days  
DEADLINE: Until filled  
APPLY TO: Apply by clicking here: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.