

<b>Job Title</b>	Family Care Coordinator
<b>Employer/ Agency</b>	Harris County
<b>Job Description</b>	<p>The Family Care Coordinator will work with the Court Team to support Court Team activities. The Family Care Coordinator facilitates coordination and collaboration among court team members, treatment providers, families involved in the FI-ITC program and Judges, coordinates and schedules Family Update calls, meetings, keeping and disseminating minutes, conducts follow-up activities related to Court Team goals in addition to keeping track of service delivery dates and progress.</p> <ul style="list-style-type: none"><li>• Works with Project Director implement recommendations of Court Team</li><li>• Assist in the identification risk factors for families</li><li>• Completes assessments as identified</li><li>• Responsible for maintaining MIS system used for staffing reports and grant reporting</li><li>• Identify community resources for families and work to integrate these resources into service planning</li><li>• Assist with clinical treatment coordination</li><li>• Identify needed wrap around supports for families</li><li>• Coordinate conference calls on assigned families for planning and clinical coordination purposes</li><li>• Participate in weekly court staffing in order to communicate family “issues” and critical points to the Judge and court team</li><li>• Provide case management to families involved in the program</li><li>• Main source of contact between court team and treatment providers</li></ul>

<b>Qualifications</b>	<p><b>EDUCATIONAL REQUIREMENTS</b> Minimum undergraduate degree in child development, social work, psychology or related field. Master's degree preferred along with licensure as a Licensed Chemical Dependency Counselor.</p> <p><b>EXPERIENCE REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of local community early childhood services including: early care and education, health, mental health, child welfare, early intervention.</li> <li>• Ability to work collaboratively with multidisciplinary group.</li> <li>• Knowledge of issues related to child abuse and neglect. Knowledge of juvenile and family court functioning,</li> <li>• Knowledge of substance abuse.</li> <li>• Computer literacy, specifically as regards Microsoft Office products</li> </ul> <p><b>LICENSE REQUIREMENTS</b> N/A</p>
<b>Salary/Hours</b>	Full Time, DOE  Some evenings and weekends will be required.
<b>Employer/Agency</b>	Harris County
<b>Contact Person</b>	Sarah Bogard
<b>Telephone Number</b>	713-274-4591
<b>Email Address</b>	Sarah_Bogard@justex.net
<b>Application Method</b>	Contact Sarah Bogard through email for application process.
<b>Opening Date</b>	Immediately

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