

Job Title	Family Care Coordinator
Employer/ Agency	Harris County
Job Description	<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.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Works with Project Director implement recommendations of Court Team • Assist in the identification risk factors for families • Complete initial Child Adolescent Needs and Strengths on children under the age of three • Complete initial North Carolina Family Assessment Scale on families entering the FI-ITC • Identify community resources for victims and their families and work to integrate these resources into service planning • Assist with clinical treatment coordination • Identify needed wrap around supports for families • Coordinate conference calls on assigned families for planning and clinical coordination purposes • Participate in weekly court staffing in order to communicate family “issues” and critical points to the Judge and court team • Provide case management to families involved in the program <p>Skills & Experience</p> <ul style="list-style-type: none"> ▪ Knowledge of local community early childhood services including: early care and education, health, mental health, child welfare, early intervention. ▪ Ability to work collaboratively with multidisciplinary group ▪ Knowledge of issues related to child abuse and neglect ▪ Knowledge of juvenile and family court functioning ▪ Background in infant/early childhood development or related field ▪ Experience with systems change and community collaboration ▪ Ability to work effectively across agencies and disciplines ▪ Excellent writing skills able to produce documents suitable for legal-trained readers. ▪ Computer literacy, specifically as regards Microsoft Office products ▪ Assist with reporting on current service delivery <p>Preferred</p> <ul style="list-style-type: none"> ▪ Knowledge of infant/toddler social-emotional development and impact of abuse and neglect; ▪ Experience working with juvenile and family court judges ▪ Experience with culturally diverse populations

	<ul style="list-style-type: none"> ▪ Knowledgeable about substance abuse
Qualifications	Minimum undergraduate degree in child development, social work, or related field. Master's degree preferred
Salary/Hours	Contract Position (no benefits) \$25 - \$30 per hour depending on experience
Employer/Agency	Harris County
Contact Person	Sarah Bogard
Telephone Number	713-274-1267
Email Address	Sarah_Bogard@justex.net
Application Method	Email Sarah_Bogard@justex.net
Opening Date	Open Until Filled

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