

Care Coordinator, Child First

40 hours per week

Summary of Job Responsibilities: The Child First Care Coordinator will work as part of a team with the Child First Mental Health/Developmental Clinician in the home with vulnerable young children and families. S/he will work directly with families to develop a comprehensive, well-coordinated, culturally responsive family-driven plan of services and supports that includes the young child and all family members, and s/he will provide hands on assistance to families to access these community resources. The Care Coordinator will address barriers to service access, help build parental capacity for executive functioning, and support the Clinician in providing parent guidance and therapeutic intervention.

Qualifications:

- Bachelor's degree in child development, psychology, nursing, human services, or related field.
- A minimum of three years working with ethnically diverse families with young children under the age of six years.
- Formal training and experience in child development, parenting, and family risk factors that interfere with the nurturing relationship (e.g. poverty, homelessness, maternal depression, domestic violence, substance abuse, teen parenthood, cognitive challenges).
- Experience working in the home and community sites.
- Cultural competence; experience with diverse cultures and ethnicities; ability to speak a second language (Spanish, Portuguese, Creole, other), highly valued.
- Strong commitment to the vision, mission, and goals of Child First.
- Highly organized, self-motivated, and flexible, including willingness to work non-traditional hours, including at least one evening.
- Able to work collaboratively as part of a team.
- Familiarity with community services and supports in service area, highly valued.
- Nurturing, flexible, and self-reflective.
- Excellent oral, written, and computer skills, especially Word and Excel.
- Reliable vehicle and appropriate insurance.

Responsibilities:

- Work in close partnership with the Child First Mental Health/Developmental Clinician and the family.
- Work in partnership with the family, Mental Health Clinician, and chosen service providers to develop strengths-based, culturally competent, family-driven Child and Family Plan of Care (treatment plan).
- Research community-based services and supports.

- Arrange child/family specific meetings with family, family determined supports (friends or relatives), and providers who currently or potentially could offer services or supports to a family, when appropriate.
- Support the family's attendance (including transportation) and comfort at all collaborative meetings.
- Provide hands-on support to connect families with community-based resources.
- Build parents'/caregivers' executive functioning and self-regulatory capacities by helping them determine priorities, action steps, and monitoring of accomplishment of goals.
- Identify barriers to service access and work with the family, Clinician, and supervisor to address these.
- Participate in Child First weekly reflective, clinical individual, team, and group supervision.
- Use video to document aspects of the Child First intervention in order to enhance the process of reflective supervision.
- Work flexible hours to meet the needs of families, at least one evening per week.
- Complete monthly metrics and fidelity measures and work to improve performance.
- Track completion of all assessments and enter into the Child First cross-site database.
- Keep all appropriate documentation for clinical accountability and reimbursement.
- Submit all necessary documentation for reimbursement for services in a timely manner.
- Participate in other clinical and administrative activities as appropriate.
- Attend 90% of Learning Collaborative sessions, specialty, and quarterly trainings.
- Work under the direct supervision of Child First Clinical Director.
- Work closely with the DCF staff and with other community service providers as most appropriate to meet the needs of the child and family.