Family Partnership Coordinator (Licensed or Supervised Clinician)
Position Description - Part-Time

Job Description: The Family Partnership Coordinator provides case coordination and brief, direct services and referral for approximately 15-20 families in need of support. The position involves on-going communication and coordination with Charting Careers staff and volunteers. The position is also responsible for selecting and/or designing and leading periodic training with students, families, staff and volunteers related to family partnership and behavioral/emotional health. The Family Partnership Coordinator reports to the Executive Director and is part of the overall organizational leadership team, including the Executive Director, Mentoring and Volunteer Coordinator, our Family Coach, as well as the coordinators for the elementary, middle and high school programs (all of these are also part-time positions).

Compensation: This is a part-time position without benefits. The position is currently available part-time for $15,000-$18,000 to be billed hourly at $45-$50 per hour. This is about 300-360 hours for the year (approximately 25-30 hours per month) to be used based on the needs of the families and the Family Partnership Coordinator's personal schedule (within reason). For example, one week could be 12 hours and another week only 5 hours.

Job Duties:

- Lead Case Management, Support, and Resource Linkage for 15-20 families (approximately 18 hours per month)
    - Implement case management with 15-20 families using a detailed intake protocol aimed at identifying family strengths, needs, and goals. Build effective relationships with each family and help families set and achieve goals. This will include:
        - Identify any barriers to communication (e.g., lack of internet, Chromebook, phone service) remaining from Covid-19 and address these so that other Charting Careers services can be provided.
        - In partnership with families, explore possible ambivalence, build motivation for change, and work in a supportive, non-judgemental manner.
        - Support families with goals related to physical health, mental health, substance abuse, extracurricular involvement, educational access, etc. by providing linkage to relevant state, county, and nonprofit resources. Track goal attainment for program evaluation purposes and so families can celebrate success.
        - Facilitate ongoing communication with Charting Careers staff to assess student needs and address learning and behavioral health needs.
        - Maintain confidential, organized and up-to-date documents and files that are HIPAA compliant and allow for individual and program-level evaluation of results.
        - Follow up with families and community partners (with parent/caregiver permission) based on needs identified by families or staff. These next steps could involve meeting with a teacher, helping a parent schedule an appointment with the pediatrician (e.g. to assess vision, discuss ADHD assessment), or meeting with a parent to explore possible causes for the youth's anger or sadness observed in Charting Careers after school programming. This

would then lead the Family Partnership Coordinator to partner with the parent to explore possible solutions and supports.

  - Initiate and lead service integration/case coordination meetings when needed to ensure staff, volunteers and other agency staff are working together.
  - Support mentors in their relationships and goal setting with their mentees, especially as it relates to behavioral and emotional health needs.

- Help build our network of service providers and community resources for mentors and mentees by attending relevant community meetings (approximately 1.5 hours per month; this will also occur naturally through case management services)

- Coordinate Group Prevention Programming and Support Behavioral and Emotional Health Programming (approximately 3 hours per month)
  - Plan, select and facilitate periodic training for staff and mentors related to behavioral health.
  - Plan and implement parent education sessions.
  - Plan and implement group behavioral health sessions, as least once per quarter.
- Participate as part of Charting Careers Leadership Team (approximately 4 hours per month)
  - Attend regular staff meetings.
  - Assist with organizational planning, coordination, and evaluation.
  - When possible, attend Charting Careers' events, such as the Scholarship Night, holiday celebration, etc.

Qualifications:

- Bachelor's degree required; Master's degree in a related field preferred. Must have the ability to provide mental health services because already licensed or being supervised.
- Experience working with youth and their families.
- Case management experience (ideally, with knowledge of resources in Anne Arundel County)
- Previous experience with psychological aspects of care.
- Demonstrated commitment to equity.
- Experience developing and implementing training programs, with an equity lens.
- Superior communication and leadership skills.
- Strong administrative skills.
- Effective and empathic communication.
- Ideally, fluent in English and Spanish.

If interested in applying for this position, email erin@chartingcareers.org to submit your resume and cover letter.