



Seminole County Sheriff's Office

JUVENILE CARE COORDINATOR

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 06/07/2023

Effective: 06/07/2023

Salary Range

\$19.97 - \$29.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Professional, case management and administrative work involving care coordination with juveniles and their families/guardians post mental health or behavioral related crisis. This position is grant funded.

This position is responsible for care coordination with juveniles under age 18 or currently enrolled in school, and their families in the aftermath of mental health, emotional or behavioral related crisis. The Juvenile Care Coordinator will utilize System of Care values: youth driven and family guided, trauma informed care, cultural and linguistic competence and community-based services. Appropriate needs assessments will assist in the coordination of care and case planning. Care coordination will include facilitation, support and navigation of referrals for services as well as increasing informal and formal supports.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Develop an appropriate strength-based case/care plan, as determined by the individualized needs of the youth and family, based upon comprehensive assessment tools as well as team/provider collaboration.

Complete training, to include but not limited to (based on availability of training): Systems of Care and Wraparound, Case Management / Care Coordination for Suicide and Crisis Prevention, Trauma Informed Care, Question/Persuade/Refer (QPR), Motivational Interviewing, SNAP (Stop Now and Plan) Certification, and Juvenile Mental Health for Law Enforcement.

Responsible for the day-to-day care and case management of children and adolescents who have utilized the SCSO Juvenile Mobile Crisis Response team, who have been Baker Acted by Law Enforcement, and community referrals to assist with mental health care coordination.

Through System of Care values and principles, utilize a strength-based perspective to assist youth and families in strengthening and increasing the quality of their lives.

Engaging the family, advocating on their behalf, assist in navigating systems, initiating change, increasing formal and informal supports.

Completes intake assessments, including all pre and post assessments.

Comprehensive knowledge and collaboration with community resources and referral processes.

Prepares and maintains administrative documentation and files as required including thorough documentation, reporting and file maintenance.

Cooperation with all grant requirements.

Participation in team/staff meetings and assist in the continued development/expansion of Juvenile Mobile Crisis Response and Juvenile Care Coordination.

Minimum Qualifications

- Associate's Degree; Bachelor's Degree preferred, in a Human Services field, preferably Social Work, Psychology, or Mental Health
- Two (2) years experience working with children and adolescents facing mental and/or behavioral health challenges
- Consideration may be given to equivalent combination of related training, education and experience
- Bilingual preferred
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of mental health, emotional and behavioral related challenges; of community resources, service referral options and support services (Seminole County preferred); of assessment and interviewing skills; of computers and various computer programs and software. Excellent interpersonal and communication skills (oral and written). Must be able to work well with children, adolescents, family members, providers, peers and supervisory level staff. Demonstrate strengths perspective, cultural and linguistic competence and sensitivity to the population served. Ability to work independently and without constant supervision; to establish and maintain effective working relationships.

WORKING CONDITIONS

Heavy emphasis on working with children and adolescents who have serious mental or behavioral health challenges, as well as with delinquent youth. There will be required field work within homes, schools, other frequently visited locations by the youth, and community meetings. Other work is performed in an office setting or remotely. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the

position which may include evenings and weekends.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Some sedentary work but some standing and walking; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Some contact with violent youth; frequent public contact; decision-making and concentration

Special Requirements -Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime