

MSY Coordination Manager Job Description

Fulltime position: 40 hours

The CUCF MSY Coordination Manager role is approximately 60% administrative 40% face-to-face and email/phone contact with clients. The essential function of the manager is to plan and coordinate Council for Union County functions including but not limited to meeting arrangements, oversee and manage Council grants, funds, reporting, and assure that the Council is operating as outlined in Ohio Revised Code 121.37. The supervisor is also responsible for educating Council members of any needed policy changes at the state level and to inform the local council of any Family and Children First Ohio initiatives that need to be implemented in Union County.

Council Managerial Duties:

- Interviewing potential new hires and provides orientation/training to new hires
- Responsible for CUCF Tracking Grid
- Responsible for leading/attending Council/Community Meetings including but not limited to:
 - Bi-Weekly Staff meetings
 - Group supervision which includes contract workers, and Co-facilitates/organizes
 - Wraparound Collaborative meetings with other counties in rural surrounding counties and those Union County shares a grant with (Current: Madison, Champaign, Jefferson, Logan, Delaware, and Union),
 - Community Wraparound Supervisor Meetings
 - CUCF Monthly Board Meetings
- Assess and gather community needs
- Network with community agencies and resources
- Other duties as assigned

Council Financial Duties:

- Aid in the preparation and submission of OFCF monthly report to the state
- Approves all funding requests up to 350.00
- Track all funding requests
- Reviews Facilitator expense sheets and contract employee invoices and submits for payment
- Creates and submits all funding requests for signature to the appropriate agencies

Council Systems, Reports, and Outcomes Duties:

- System Accesses
 - Responsible for new enrollee form in Partner Solutions/Heartland East data base
 - Submits enrollment application for new users of SmartCare (staff and contract employees) and enrollment applications of new clients.
 - Responsible for ensuring appropriate access to google documents
- EHR and Referral System:
 - Determine if new referral is appropriate, provide initial contact to referral source and families, determine if I/R (provide information and resources) or WA.
 - Enter new referral information into CUCF Tracking Grid

- Enter new referral information into EHR and assign facilitator
- Responsible for Close/Transition youth out of EHR
- Ensures all documentation is recorded accurately in EHR data system within 24 to 72 hours
- Ensures ROIs and CANS assessments are up to date and uploaded in EHR
- In collaboration with the Executive Director, responsible for monthly Fidelity audits and follow-up discussions with employees.
- Measures and Outcomes:
 - Gather and Assess outcome measures
 - Team Facilitation (Family Transition Surveys and Partner Surveys)
 - Gather and assess trends and needs
 - Present outcomes at CUCF Board Meetings, community partners and partnering counties

MSY Coordination Duties:

- Carry a caseload of 5-8 families
- Provide CANS assessments as needed.
- Manages initial referrals and assigns to facilitator
- Works with Facilitator's to determine appropriate level of care
- Ensures CANS certifications are up to date
- Ensures plans and planning process align with Wraparound principles and values to Fidelity
- Provides resources and information to families in need of resources
- Create/Update Council Forms and Templates: POC, Income Verification, CUCF Tracking Grid, Letter Templates, Documentation Procedures,

Council Supervision Training/Mentoring Duties:

- Provide oversight of the Wraparound Model to Fidelity
- Provide 1:1, Team, and Group Supervision to Facilitators, Parent Peer Support, and Direct Support Specialist
 - Provide oversight of documentation including WA plan, safety/crisis plan, and signing off on contact notes weekly
 - Provide weekly individual supervision to Facilitators and Parent Peer Support
 - Supervision of at least 1 Team Meeting per Facilitator/PPS per month
 - Meet monthly or bi-weekly supervision with Direct Support Specialists
 - Provide training to new Facilitators and Direct Support staff and contractors
 - Facilitate group supervision that includes contracted Direct Support/Facilitators along with staff at least 1 time per month
 - Facilitate bi-weekly group supervision for CUCF staff
 - Facilitate bi-weekly Lunch Bunch
 - Responsible for Quarterly Lunch and Learn trainings/presentation
 - Ensures batches are submitted weekly to SmartCare
- Provide Wraparound Coaching and Support including: Wraparound Model to Fidelity, EHR, and CANS to other partnering counties.