



JOB DESCRIPTION

JOB TITLE:	<i>Care Coordinator</i>	REPORTS TO:	<i>Care Coordination Manager</i>
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AGENCY SUMMARY

West Michigan Partnership for Children (WMPC) administers foster care services to children and families in Kent County, MI in partnership with Bethany Christian Services, Catholic Charities West Michigan, D.A. Blodgett—St. Johns, Samaritas, and Wellspring Lutheran Services. WMPC is piloting an innovative performance-based funding model through a contract with the Michigan Department of Health and Human Services, utilizing a case rate that incentivizes permanency while allowing for flexibility and creativity in funds. WMPC utilizes software that will allow for predictive analytics to project successful outcomes, and flag cases that are at risk. WMPC’s mission is to empower communities to create better futures for children and families through innovation and collaboration.

POSITION SUMMARY

The Care Coordinator will facilitate the placement of foster care children through with WMPC subcontracted providers. The Care Coordinator provides case oversight, consultation, and training for subcontracted providers and will ensure the effective and efficient authorization of all resources and appropriate services to children and their families.

JOB DUTIES

- Facilitate (or provide backup for) referral and placement of children with WMPC subcontracted providers (to include the Child Placement Network). Requires collecting relevant information, assessing information provided, and coordinating case transfer meetings between MDHHS Child Protective Services Workers and assigned foster care case manager.
- Provide consultation to staff from the subcontracted providers to ensure the needs of children and parents are met and ensure appropriate placements of all children. This may include attending Family Team Meetings or case conferences.
- Ensure timely and appropriate approval of service authorizations in MiSACWIS.
- Remain knowledgeable of all foster home licensing rules and state policies and procedures related to children in foster care, adoption, and independent living.
- Remain knowledgeable of complex mental health/trauma, medical, safety, and juvenile justice issues that impact children who are placed in foster care.
- Ensure maximization of community resources and collaboration with Network 180 and WMPC Clinical Liaisons.
- Coordinate with PQI Coordinators to monitor safety, permanency and well-being of children in foster care.



- Participate in awareness or foster parent recruitment events scheduled by either WMPC or subcontracted providers.
- Participate in case management file reviews to determine effectiveness of service provision and evaluating permanency outcomes.
- Identify case trends, client service and placement needs, barriers to service, and service gaps.
- Participate in on-call rotation for Child Placing Network and after-hours emergencies.
- Other duties as assigned.

QUALIFICATIONS

Education Level

Bachelor's degree in Social Work or other human service degree with 3 years' experience working for a child-placing agency *required*.

Field of Study/Specialty

Social Work, Mental Health, Counseling, Family Studies

Knowledge, Skills, and Abilities

- Knowledge of child welfare principles/standards, practices, and systems (i.e. foster care, adoption, child placing agency licensing and placement procedures)
- Knowledge and experience in trauma-informed practices
- Interpersonal skills necessary to lead and interact with a diverse group of individuals and stakeholders.
- Proficient with Microsoft Office products and web-based applications
- Ability to read, write, and communicate effectively in English.

WORKING CONDITIONS

While performing the duties of this job, the employee is required to stand; walk; sit; handle, objects, or controls; reach; climb stairs; balance; stoop, kneel, or crouch; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some overnight travel and weekend work required (i.e. community meetings, conferences, etc.).

COMPENSATION LEVEL

The Compensation Level for this position is Level D. Please see the Compensation Range Chart for more details.

