

The Prevention Network & CLASS Academy
JOB DESCRIPTION

JOB TITLE: Family Coordinator

EMPLOYEE: TBD

REPORTS TO: President & CEO

POSITION DEFINITION: This full time employee is responsible for promoting the coordination and integration of family-centered care to ensure participation and involvement of the entire family throughout Beaver County, Pennsylvania. This position will work collaboratively with the Administrative leadership team of The Prevention Network & CLASS Academy as well as Beaver County Behavioral Health to develop and implement initiatives and services in order to expand youth involvement and accessibility to resources and programs through the coordinated integrated system of care. This job requires a **highly** flexible and self-starter person. Must be willing to work non-traditional hours (evenings and/or weekends) as needed. Experience and knowledge with and/or about the mental health services systems a must.

MAJOR RESPONSIBILITIES:

TO THE PREVENTION NETWORK & CLASS Academy

- Represent the mission statement of The Prevention Network & CLASS Academy at all times.
- Follow the Policies & Procedures of The Prevention Network.
- Work with other programs of The Prevention Network to ensure collaboration and maximum utilization of agency resources.
- Serve in the capacity of instructor, speaker and trainer as needed.
- Attend agency and program meetings as requested/required.
- Demonstrate a professional leadership image as a representative of the agency.

TO THE ASSIGNED PROGRAM:

- Strong leadership abilities.
- Proven organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently.
- Ability to participate in public speaking engagements and to participate in local, state and national presentations.
- Knowledge of community resources.
- Ability to find creative solutions to problems/issues.
- Demonstrated ability to work with individuals from diverse backgrounds in a culturally competent manner
- Proficiency in Microsoft Applications
- Ability and desire to relate to youth/young adults, when appropriate, as a supportive peer.
- Ability to participate on internal and external committees as part of a team
- Ability to design and implement policies, procedures, and outreach strategies to successfully engage populations of adults and families who may be in need of services but are not traditionally involved with the mental health system.
- Interest in creating exciting and fun projects, new initiatives.
- Love team work and a super-fast paced, ever-changing environment.
- Be able to be 'quick on feet' and flexible enough to change and adapt as needed.
- Be Family-Driven and Youth-Guided by concentrating on not just the individual but rather the individual and those surrounding and supporting the individual.
- Ability to relate to work with youth and entire families to driven engagement and create a system of support.
- Enjoy working with and enhancing the overall community.

OTHER RESPONSIBILITIES:

Additional duties assigned as needed.

EDUCATION AND EXPERIENCE:

1. Current Act 33 and 34 clearances.
2. Certified Driver's License

The above statements reflect the general description of this position and are not intended to be an all-inclusive list of tasks.

Employee Signature

Date

President & CEO Signature Date