

SHERIFF'S OFFICE HUMAN SERVICES COORDINATOR

GENERAL STATEMENT OF DUTIES

Performs coordination of a program in a human services agency providing basic services and direct social work services to a specialized caseload.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class coordinates a specialized program which provides a variety of services in a variety of settings. Considerable time may be spent performing tasks such as establishing eligibility for specific programs or services, reaching conclusions on the most appropriate services to meet clients' needs, or providing supportive counseling. Employees may supervise paraprofessional staff or care providers in providing indicated services.

ILLUSTRATIVE EXAMPLES OF WORK

- Obtains client history, performs basic assessments and develops a service plan to provide basic client services.
- Coordinates or supervises the provision of services with care providers.
- Refers clients to appropriate agencies for needed services.
- Coordinates the delivery of cross-unit services.
- May assist with program planning, formalizing contracts and mediating differences between care providers and clients.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of basic social work principles, techniques and practices and their application to specific casework, group work and community problems.
- Knowledge of the availability of a wide variety of community services and agencies.
- Some knowledge of behavioral and socioeconomic problems and their treatment.
- Ability to express ideas clearly and to plan and execute work.
- Ability to coordinate work of paraprofessionals and/or volunteers.
- Ability to establish and maintain effective working relationships with clients, agency employees and co-workers.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited school of social work; or four-year degree in human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling plus six months of experience in social work or counseling; or a four-year degree and one year experience in counseling or a related human services field which includes experience in the techniques of counseling, casework, group work or community organization; or equivalent combination of education and experience.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 2/2012