



System of Care Coordinator

Location: Pierre, SD *

*This position is based in Pierre but will be required to travel to outlying counties

Agency: Capital Area Counseling Service

Employment Category: Hourly

Employment Type: Full-time

Wage: DOE

Position Description:

The Systems of Care (SOC) Coordinator provides a wraparound approach to services with at-risk youth and families, as identified by school systems and other community stakeholders. They utilize evidence-based practices focusing on juvenile risk factors to improve mental health, and to reduce the likelihood of delinquent behavior.

Responsibilities for this position include:

- Understands and adheres to the System of Care model focusing on strength-based, family-driven and culturally competent
- Collaborate with school systems and other community resources
- Accept referrals and ensure completion of intake paperwork
- Assess and assist families with needs across lie domains
- Ensure families are informed of service options
- Facilitate team meetings as needed to develop and monitor service plans and ensure that service plans are driven by the family
- Provide case management services, refer and facilitate access to community services and supports
- Collaborate and coordinate facilitation of service plans across all child and family serving agencies
- Conduct training, outreach and marketing in support of SoC programming
- Regularly review and assess client's status with their goals and adjust as needed
- Utilize evidence-based techniques when working with clients
- Complete and maintain documentation required by the State or other funding sources and track all deadlines
- Adhere to all agency policies and state and federal laws regarding confidentiality of medical records
- Ability to work within a team including other community partner agencies and client's family and peers

Requirements

- Minimum of high school diploma or equivalent
- Experience working with people, such as in a school setting or a case manager role preferred.
- Knowledge of mental health services
- Maintain confidentiality and comply with agency compliance plan and code of ethics
- Ability to work as part of a team
- Excellent computer skills/proficient in computer applications, specifically MS Office

- Ability to multi-task and prioritize work
- Problem solving skills
- Excellent communication skills, both verbal and written
- Strong organizational skills
- Ability to meet deadlines
- Work hours will include some evening and weekend hours
- May need to use personal vehicle for work-related tasks and must provide proof of insurance