

JOB TITLE:

WRAP AROUND SPECIALIST

JOB PURPOSE: The Wraparound Specialist provides case management and related services to families who are referred by the Department of Children and Family Services, Collaborative members, and other community referral sources. The Wraparound Specialist works closely with the Systems of Care (SOC) Manager to ensure the success of the program.

ESSENTIAL FUNCTIONS:

1. Conducts Wrap intakes when assigned a family by SOC Manager.
 2. Determines resources needed by the assigned family and makes appropriate in-house and community referrals.
 3. Maintains a client caseload and enters all required documentation into the database system.
 4. Functions as a liaison between families and social service agencies and/or other systems.
 5. Monitors family progress by completing, at minimum, monthly contact with each assigned family through home visits or phone calls.
 6. Gathers and submits data to the SOC Manager for purposes of monthly and end of year reports.
 7. Works closely with the community and DCFS (Division of Children and Family Services) workers
 8. Other duties as assigned by supervisor.
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OTHER FUNCTIONS:

Attends departmental/agency meetings, contributes to departmental and organizational decision-making through active participation in the process. Works effectively and positively with all co-workers, volunteers, and clients and participates in professional or community networks as appropriate. Must be able to work a flexible schedule, including occasional evenings and weekends.

QUALIFICATIONS

Required: Bachelor's Degree in Social Work, Counseling or in related field and at least 3 years case management experience, LSW, LPC or license eligible and experience in the provision of systems and wraparound services. Must maintain valid driver license and car insurance that meets minimum state requirements.

Supervisor: Systems of Care Manager

Hours Worked: Full-time/Exempt

Supervises: N/A

Salary: \$42,000

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7/14/2023

Executive Director

Date