

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of  
employment.*

<b>Date:</b>	4/4/2018	<b>Department:</b>	Community Program (3995)
<b>Title:</b>	Case Coordinator (1052)	<b>Reports To:</b>	CAC Human Services Manager
<b>Pay Grade/Salary Range:</b>	PG- 108 \$31,541.94 - \$48,890.01	<b>Closing Date:</b>	5/4/2018

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Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

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**GENERAL DESCRIPTION:**

A Human Services position responsible for case management and child abuse prevention work along with some clerical and administrative duties assisting the Child Advocacy Center and Human Services Manager in the daily operations of the Child Advocacy Center.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Provides crisis intervention and ongoing support for child victims and their non-offending care givers and families at all stages of the investigation process and prosecution.
- Maintain client records to reflect service plans, client interaction and referrals made.
- Assists in the preparation of monthly reports as required by BOCC, CAC and the National Children’s Alliance.
- Member of the Multidisciplinary Team Response to child abuse and collaborates with MDT Partners in the provision of services.
- Engages with community partners to educate on the functions of the Child Advocacy Center and initiatives working to reduce or prevent child abuse in Highlands County.
- Attends community and statewide meetings as needed to represent the Human Services Department and CAC as designated by the Human Services Manager and CAC Manager.
- Performs secretarial functions including taking minutes and creating agendas when required.
- Composes letters and reports and follows up to ensure timely actions.
- May assist in the supervision of volunteers and interns as needed.
- Responds productively to change and performs all other related tasks as required and as directed.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Boards policies and procedures.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience with Human Services, casework and social factors
- Knowledge of office practices and procedures.
- Ability to make decisions in accordance with the rules, regulations and policies.
- Experience with NCATrak and financial reporting per grant requirements or knowledge of State and Federal grant reporting.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Bilingual English/Spanish helpful.

## **PHYSICAL SKILLS:**

The individual in this position must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Rarely moves material and office equipment weighing up to 25lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on low shelves or the floor.

## **MINIMUM QUALIFICATIONS:**

### **1. EDUCATION AND EXPERIENCE:**

Must have five (5) years of Human or Social Services experience or a Bachelor Degree in Counseling, Social Work, Psychology or Human Services field.

### **2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess a valid driver license and can secure a valid Florida driver license at the time of employment.

### **3. OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential.