



JOB DESCRIPTION

Position Title: Care Coordinator
Classification: Salaried Position – Exempt
Reports To: Case Management Supervisor

POSITION SUMMARY:

The “Keeping Our Promise” Program strengthen high-risk families who live in Miami-Dade County’s Commission District 1, (Miami Gardens, Opa-Locka, North Miami) by reducing the impact of familial and other risk factors that contribute to negative life outcomes.

The Care Coordinator will be in weekly contact with at least 16 families at any given time. S/he will provide culturally competent and appropriate services to those with disabilities. S/he will link families with tutoring, counseling, clothing, food, emergency fund access, and any other services they may need. This position requires flexibility in hours to meet families when they are available, including daytime, evening and weekend hours.

GENERAL DUTIES AND RESPONSIBILITIES:

- Carry a caseload as assigned
- Provide Family Conferencing services to families
- Assist families by actively referring them to appropriate services and supports
- Assist families with both clinical and concrete services
- Perform the basic accountability tasks related to the job, which include compiling and maintaining all necessary records
- Assist administrative staff in collection of information for program effectiveness
- Perform other duties as requested by your direct supervisor, the Department Director or Assistant Program Director
- Responds in a positive and respectful manner to diversity, among the agency’s service population

QUALIFICATIONS:

- Bachelor’s degree in social work, counseling, education or other relevant human service profession, with two years’ experience in children and family services
- Strong interest and/or background in working in low-income and minority neighborhoods
- Ability and willingness to work with families in their own homes
- Flexibility to work when the families are available to meet



- Ability to work independently, as well as contribute to a team
- Very good interpersonal/communication skills
- Strong clinical skills
- Ability to work with children and adolescents
- Ability to work with respect for cultural diversity
- Ability to engage families who may not want the service
- Ability to adapt and individualize program interventions to utilize family strengths and skills
- Commitment to empowering families to solve their own problems
- Belief in the capacity of people to grow and change
- Ability to establish a mutually respectful relationship, in which the family is a full partner, empowered to solve their own problems
- Ability to intervene decisively, when necessary, to protect family members
- Ability to set appropriate boundaries and limits for best practice
- Ability to work with and experience working with youth and adults with disabilities
- Flexibility and a “can-do” attitude are musts.
- Willingness to learn and take on new challenges.
- Must provide own transportation to conduct site visits and meet with families.

If interested, please send your resume/CV with cover letter stating interest in position and the organization to: Nakia Bowling, Assistant Director of Community Initiatives - nakia@olcdc.org.