

**Job Title:** Regional Clinical Coordinators  
**Department:** West Virginia System of Care  
**Reports to:** Fiscal Agent

### **GENERAL PURPOSE OF THE JOB**

Assists, oversees and coordinates the activities, expenses, and placement for children that are at risk of out-of-state placement in support of the recommendations established by the Commission to study the "Residential Placement of Children" and the development of a System of Care statewide. The coordinator will initially assist in building the system of care in the region, assist in the establishing the regional clinical assessment teams, and provide on-going work to sustain at effective and efficient levels.

### **ESSENTIAL DUTIES**

Assists in the development of a process for identifying children at risk of out-of-state placement and all children at risk of long-term out-of-home placement

Assists in the development and maintenance of a tracking system to monitor case activity movement of children/youth that are currently in out-of-state placements or children at risk of long term out-of-home placement

Provide assistance and information to the local multi-disciplinary teams (MDT) as needed

Facilitates the regional clinical assessment teams

Identify and assist regional partners to become actively involved in the regional clinical assessment team

Receives and processes referrals for children being referred to regional teams

Maintains a resource directory and develops a network of contacts within their region to assist with placement and oversight of children at risk of out of-state placement or at risk of long term out-of-home placement

Assists in the evaluation/meeting of goals and objectives of the regional clinical assessment team

Provides reports to specific caseworkers, MDTs, etc.

Participates in the child's MDT, Individual Education Plan (IEP), or treatment plan as needed and within the duties of the coordinator

Other duties and/or responsibilities as assigned

### **SUPERVISORY RESPONSIBILITIES**

None

### **EDUCATION AND/OR EXPERIENCE**

Master Level (M.A.) in human services or related field / or BA in human services or related field and three or more years of direct service experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license, MA in human services or related field / or BA in human services or related field and three or more years of direct service experience. Preferred licensed individual such as: LPC, SW, etc.

**OTHER SKILLS AND ABILITIES**

Experience with computers, Microsoft Word, Excel, etc

**OTHER QUALIFICATIONS**

None

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with arms and hands; and to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**SALARIES:**

Annual salary \$30,000-36,000 plus fringe