

Sacramento County Office of Education

CLASSIFICATION TITLE: **Coordinator, Staff and Family Support**

DEFINITION

Under general direction, coordinates infant/family support services for families of children with disabilities and staff in the Infant Development Program; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all of the tasks which may be found in positions within this classification.)

Individualized Family Service Plan (IFSP)

Assists families in identifying and obtaining family centered, resource based support and services using an asset based approach; facilitates family participation and involvement in the IFSP process; supports families transitioning out of infant services and into other community resources and/or preschool programs.

Program Support

Provides infant/family mental health support services; provides counseling for families of children with low incidence disabilities including crisis intervention counseling; coordinates mental health services for infants, toddlers and their families; acts as a resource for staff and families regarding mental health community programs including researching related programs and eligibility requirements for participation; prepares reports as requested; assists in staff development including assessment, intervention and other related trainings; provides relationship based interventions through preventive intervention/special instruction to families; provides support to staff regarding home visits and families in crisis; provides reflective clinical supervision to non-mental health infant program staff; consults with team members to implement mental health therapeutic strategies; assists staff in problem-solving home visit situations; assists in the planning and implementation of parent support activities; attends monthly team meetings including participating in multiple discipline assessment, planning and intervention representing the social emotional domain.

Interpersonal Relationships/Communications

Maintains cooperative and collaborative working relationships with families, staff, school personnel, mental health programs and community agencies; serves as a resource/liaison with community agencies, services and organizations; maintains effective and timely written and oral communications with families, staff, school personnel, and community agencies, services and organizations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and experience equivalent to a Bachelor's degree in clinical services, health services, or psychology preferred; California mental health license as a psychologist or marriage/family therapist desired. Experience in special education programs, in home visitations programs, training in relationship-based intervention and infant mental health techniques; successful supervisory experience.

Knowledge of:

Principles and techniques for family focused support and services, reflective supervision, and relationship based intervention services for young children and families, infant/toddler/family mental health prevention, assessment and intervention services, asset based support, resource based services; current trends in early childhood special education; staff development and support techniques.

Skill and Ability to:

Communicate effectively in both oral and written forms; plan and conduct staff development programs; research, assemble, and analyze data and make appropriate recommendations; develop and maintain effective working relationships with individuals and groups; work independently with little direction; select, train and supervise personnel; develop measurable goals and objectives, set priorities and evaluate progress toward achievement.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

Approved by the Personnel Commission on 6-25-02