



APPLY FOR THIS POSITION AS CARE COORDINATOR!

Please send your resume to
jobs@handinhandkids.org

Job Description

Job Title: Care Coordinator
Working Title: Safe Place Care Coordinator

FLSA Status: Non-Exempt
Department: Safe Place

Reports to Title: Program Manager
Date: October 2020

Class: Receiving Care
Wage Range: \$15 - \$17

SUMMARY

Hand in Hand's Safe Place serves as a 72-hour emergency placement, open 365 days a year for children who have been removed from their parent's or guardian's care due to suspected abuse or neglect and are in immediate need of social services. This position may serve in a full-time, part-time and/or on call capacity.

The Care Coordinator is responsible for the direct care of children in Hand in Hand's Safe Place program. This is accomplished through spending quality time with the children and maintaining a clean, safe environment that allows them to engage in age appropriate and acceptable behaviors.

PRIMARY JOB RESPONSIBILITIES

Essential Job Duties:

- Providing a supportive environment in which children can learn & practice appropriate and acceptable behaviors.
- Maintaining a positive child-centered approach.
- Ensuring that children are under constant supervision.
- Fostering a structure that emulates a caring and safe household environment.
- Communicating effectively with children at an appropriate level.
- Assisting children with completing activities of daily living including, but not limited to, feeding, bathing, dressing.
- Performing cleaning duties as directed
- Preparing and serving nutritious meals and encouraging children to try different foods.
- Providing activities and opportunities that encourage curiosity, exploration and problem-solving skills.
- Transporting children as needed to medical care, school, field trips, etc.
- Encouraging children to feel accepted in a group and to communicate well with others
- Completing all required forms and assigned paperwork.
- Professionally responding to emergencies and notifying appropriate personnel immediately.
- Professionally interacting with interagency personnel from DSHS, partner agencies, etc.
- Notifying staff of any unusual observed behaviors of children that may need to be documented.
- Advocating for the best interests of the child within the context and boundaries of Hand in Hand and Safe Place policies & procedures.
- Maintain an awareness of the program's physical environment and report maintenance and facility safety concerns to the appropriate personnel.



- Responsible for performing cleaning duties as assigned.
- Completing additional assignments, tasks and reports as directed by the immediate supervisor listed above.

EDUCATION AND EXPERIENCE

- H.S. Diploma AND 1+ year of related experience. A.A. or B.A. preferred.
- Bilingual (Preferred, Not Required)
- Ability to work within the framework of a trauma-informed care environment and a willingness to perform verbal de-escalation interventions as needed.

Per the Department of Children, Youth & Families, the following is required:

- Current certification in First Aid and Cardiopulmonary Resuscitation (CPR) including infants or willing to obtain certification upon hire.
- Completion of a minimum of two hours of instruction on blood borne pathogens in the past five years or willing to complete instruction upon hire.
- Must be at least 21 years of age.
- Must possess a current driver license and clean driving record.
- Liability automobile insurance is required.
- Must be willing to take and pass state background check.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

- Exceptional ability to develop and manage professional, productive client relationships with an emphasis on excellent customer & client service.
- Flexibility and willingness to work a varied schedule including mornings, evenings, weekends, and holidays.
- Experience using office equipment (printer, copier, phone systems, etc.)
- Strong sense of discretion and professionalism.
- Organizational and time management skills.
- Maintains confidentiality and protect sensitive information.
- Detailed-oriented & strong initiative.
- Dependability and reliability
- Working knowledge of Microsoft Office Suite (Excel, Word)
- Self-starter and resourceful.
- Creativity and strong problem-solving skills.
- Strong written and verbal skills.
- Enjoys working directly with children.
- Ability to work well independently and as part of a team.
- Sympathetic to the mission of the organization.

PHYSICAL DEMANDS

To successfully perform the essential duties of this position in a workday (day shift can range from 4.5-10 hours), an individual must be able to lift/carry up to 50 pounds occasionally. The applicant must be able to sit, stand, walk, bend, squat, kneel, crawl, climb and reach above shoulders. The applicant also must be able to perform fine motor functions as well as possess functional vision, hearing, and speech in order to communicate effectively with clients, client advocates, and staff. The applicant must have the ability to move freely about the organization, drive and support



services and departments as requested, able to use a telephone and personal computer for prolonged periods of time.

While some absences may be protected by federal, state and/or local laws, regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an “at-will” basis.

ACKNOWLEDGMENT

The above job description has been reviewed with me. I understand my duties and responsibilities. I also understand that duties and responsibilities may change in order to meet the needs of the organization.

Employee Signature

Date