



## Job Description

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**Job Title:** PLAN OF SAFE CARE (POSC) Coordinator – Chester County

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FLSA Status: Non-exempt

Division: Healthy Start

Reports to: Director of Programs

Prepared by: Executive Director

Date: 01/07/2021

Approved by: Executive Director

Yearly salary range: \$35,000 - \$41,000

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### Summary:

The role of the POSC Coordinator is to collaborate with the other social service agencies and medical institutions to ensure that Substance Affected Infants and their families get identified and offered appropriate resources. The POSC Coordinator will work with the Chester County Department of Children, Youth and Families, and also be working with the Health Department, the Drug & Alcohol Department, and the three county hospitals that provide labor and delivery services, as well as the county resources offering substance abuse services.

### Essential Duties and Responsibilities:

Ensure POSC are provided as expected.

- Facilitate the Chester County Plans of Safe Care (POSC) Planning Team Meetings, to include sending out a meeting agenda and taking minutes.
- Assist in the coordination of the efforts of the planning team;
- Refine and implement interagency protocols, policies, and procedures around the identification of clients, how to create the MDT, how to track parents' progress with their POSC MDT, and complete data collection;
- Coordinate and facilitate Plan of Safe Care MDT's, if needed;
- Attend all MDT meetings and have a current resource list to be used during the MDT meetings;
- Communicate with lead agencies on developed Plans of Safe Care and the family's follow through and provide assistance to the lead agency as requested;
- Run a successful completion of any Public Awareness Campaign project as directed by CYF. Completion of each campaign will be defined by the CYF Program Liaison.
- Follow up with all POSC created via direct contact or letter to the birth parents, if directed by lead agency; and
- Develop public awareness campaigns that focus on prenatal drug use.
- Understand organizational background around policies and procedures and ensure health education is conducted consistent with these policies and procedures
- Protects the confidentiality of all information regarding lists and records (computerized and manual) of current and past program clients, assessments, appointment schedules, and community resources.
- Attend regular grantee, state-wide and national meetings, as needed.
- Completes other special projects and additional duties as assigned for the purpose of ensuring the efficient and effective functioning of the program.
- Contact no less than 90% of the lead agencies and assist as directed with a family's POSC.
- Ensure 90% of children will remain in the home with parents at POSC closure with POSC or CYF, whichever is later.
- Ensure 85% of children will remain in the home 6 months following case closure with POSC or CYF, whichever is later.

### Additional Duties and Responsibilities:

- Provides additional staff support to other Healthy Start areas, as needed.
- Provides support with other Healthy Start initiatives, including a collective impact model.
- Attends team events and organizational-wide staff meetings.
- Participates in organizational-wide training programs.

### Supervisory Responsibilities:

- None

**Qualification Requirements:**

- Proven ability to build, and/or history of, strong involvement in local community organizations.
- Perform tasks, including speaks persuasively to implement desired actions; and solve practical problems.
- Work with a variety of data using standardized methods and job-related equipment including ability to enter and track client's data.
- Flexibility is required to independently work with others in a wide variety of circumstances.
- Perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Independent problem solving is required to analyze issues and create action plans.
- Satisfactory perform the functions of the job including: pregnancy and infant development stages; parenting methods; community resources; age appropriate activities; concepts of grammar and punctuation; business telephone etiquette; and safety practices and procedures.
- Ability to utilize pertinent software applications; applying assessment instruments; operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.
- Must be detail oriented and possess strong organizational skills; communicating with persons with varied cultural and educational backgrounds; establishing and maintaining constructive relationships; maintaining confidentiality; adapting to changing work priorities; working as part of a team; and setting priorities.
- Excellent written and verbal communication and interpersonal skills.
- Willingness to accept supervision and make personal performance improvements as appropriate.
- Capability to work flexible hours (minimum of one weekend day per month).

**Clearances:**

- No criminal or child abuse history as determined by a criminal background check and child abuse screening.

**Education and/or Experience:**

- Master's degree in nursing, public health, social work or relevant human services field from an accredited college or university. A minimum of 4 years of experience. Will consider Bachelor's degree with 5 years of experience.

**Certificates, Licenses, Registrations, and Related Requirements:**

- Must have and maintain: a valid driver's license; automobile insurance with liability coverage of \$100,000-\$300,000; and daily access to an automobile and a cell phone.

**Physical Demands/Work Conditions:**

- This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 10 pounds. The individual who holds this position will regularly work in a home environment that is noisy and active. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions such as heat, cold, dust, fumes, noise, and wetness on a daily basis.

*This job description does not necessarily list all the duties of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is not a contract for employment, and either you or the company may terminate your employment at any time, for any reason.*