

MIAMI COUNTY EDUCATIONAL SERVICE CENTER
An Equal Opportunity Employer

Job Description

Title: Resource Coordinator
Reports To: Director of the Office of Teaching & Learning
FLSA Status: Exempt

Preferred Qualifications:

- Bachelor's Degree in Social Work or related field
- Experience working with youth and families including unruly youth
- Knowledge of state laws that pertain to child abuse/neglect/dependency and unruly
- Knowledge of social service agencies and community resources
- Valid Ohio driver's license or state identification
- Pass criminal background check

Core Competencies:

- Proficient communication skills
- Effective collaboration/problem-solving abilities
- Effective skills in creating an environment of rapport and respect
- Maintain sound judgement in stressful and/or crisis situations
- Strong organization and time management skills

Essential Functions (all):

- Receive referrals and gather information from pertinent sources
- Attend collaborative team meetings regarding students as requested
- Meet with students and families in both the school and home environments
- Make referrals to and receive referrals from Children's Services, Juvenile Court, Mental Health, parenting classes, local police departments, counseling agencies, Miami County Council of Government, and any other appropriate resources or community services.
- Accompany families to service providers when needed and/or appropriate
- Coordinate and consult with service providers
- Develop relationships with community service agencies and act as a liaison between school, parents, and community agencies when appropriate
- Participate in the development of resources and activities to support at-risk students and families
- Coordination of resources such as food, clothing, school supplies or holiday programs.

- Maintain case notes, contracts, financial data, and submit monthly paperwork as required for supervision.
- Attend trainings
- Show professionalism through appropriate attendance and punctuality
- Adhere to ethical practice guidelines
- Be flexible and complete other duties within the scope of practice as assigned by the Miami County ESC Superintendent, Supervisor, and/or Personnel in Assigned Placement
- Reflect on service provided in order to identify positive characteristics and areas for growth and improvement
- Promote exceptional customer service within assigned placement

Additional Functions:

- Conduct small group interventions for students in areas requested by assigned placement which could include anger management, conflict resolution, life skills, grief, etc.
- Conduct individual counseling sessions as requested by assigned placement

Additional Working Conditions:

- Possible exposure to blood, bodily fluids, and tissue
- Possible operation of a motor vehicle under inclement weather conditions
- Potential for adverse contact with aggressive, disruptive and/or unruly students