



**PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION**

POSITION NUMBER: 543

Retirement Class Code: HB

Class Title: Care Coordinator

Type of Position CIVILIAN

Pay Grade: H50

Board Of County Commissioners – Grant Funded

1. Workweek: Full-Time (40 hours weekly)

2. FLSA: Non-Exempt from overtime

3. EEO Category: 06 (Administrative Support)

4. Department: Field Operations

5. Section/Org Code: 8810

6. Location: County Wide

7. Job Summary: Under the supervision of the CIT Coordinator, the Care Coordinator will manage an assigned caseload of high-risk individuals identified through appropriate assessments. Care Coordination is the implementation of deliberate and planned organizational relationships and service procedures that improve the effectiveness and efficiency of the behavioral health system by engaging in purposeful interactions with individuals not currently connected with services to ensure service linkage. Examples of care coordination activities include development of referral agreements, shared protocols, and information exchange procedures. The purpose of the Care coordinator is to enhance the delivery of treatment services and recovery supports and to improve outcomes among priority populations.

8. Working conditions: General Office work conditions

9. Position reports to: CIT Coordinator

10. Position directly supervises: None

11. Education and Experience: Bachelor's degree in human services or a related field is preferred. One year of experience in a related field is required. Valid Florida Driver's License required.

12. Illustrative duties and responsibilities:

75% DUTY AREA – CASE MANAGEMENT: Illustrative Tasks: 1. Work with mentally ill and/or substance abuse individuals at risk for incarceration or incarcerated. Incorporate motivational interviewing and recovery-oriented engagement strategies. Work closely with law enforcement, individual, interested family members, jail personnel, legal parties involved and past treatment facilities to identify possible treatment and placement for individual. Exercises sound clinical judgement determining individual's ability to remain safely in the community. Determine when to involve medical professionals when medical safety is an issue. Develop clinically sound safety plan in the least restrictive setting only using a Baker Act when all options are utilized

25% DUTY AREA - ADMINISTRATIVE: Illustrative Tasks: Complete all reports as required. Complete necessary documentation to complete referrals to community services and document program compliance.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVISED 12/07/15

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Florida Statutes/County Codes
Geographic Locations GPS
Office Policy & Procedures
Community Services
Mental Health Diagnoses

SKILLED IN:

Planning, organizing & bringing assignments to completion
Computer software & hardware systems
Relating well to the public
Maintaining detailed documentation

ABILITY TO:

Make sound decisions and use independent judgments, technical, and professional decisions on a daily basis
Clearly speak, understand, read, and legibly write English
Possess short / long term memory

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

Ability to hear conversation at a normal level (assisted/unassisted), vision correctable to 20/20.

THE FOLLOWING ARE CONDITIONS/HAZARDS /CIRCUMSTANCES/ SITUATIONS THAT MAY BE ENCOUNTERED IN THE COURSE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB DESCRIBED. THIS LIST IS INCLUSIVE BUT NOT LIMITED TO: EXPOSURE TO THE ELEMENTS, STRESS PHYSICAL ASSAULTS, VERBAL ASSAULTS, EXPOSURE TO INFECTIOUS DISEASES, BLOOD AND VIRAL PATHOGENS

14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, telephone, agency computer, agency software programs; use of the internet; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receive: Employee works under moderate guidance and supervision from the CIT Coordinator

16. Review procedures: Work is reviewed upon completion and/or periodically by the CIT Coordinator. Position will receive a formal written performance appraisal once annually.

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17. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are annual averages and as such are subject to periodic fluctuations.

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