



Friendly Inn

est. 1874

cultivating, planting, nurturing

Wraparound Specialist Job Description

Overview: The Wraparound Specialist is a direct service provider who, along with the Family Support Supervisor and the Family Resource Specialist, is a member of the Family Support Team and is under the direct supervision of the Family Support Supervisor. Participates as member of the 'Team' and takes part in developing, implementing and reviewing the Plan of care. The Wraparound Specialist provides guidance, direct services and support to children and their families in a variety of settings.

Qualifications:

- Must have a BSW degree in Social Work/ B.A. degree in a related field. Master's Degree preferred.
- Licensed or licensed eligible preferred with at least 2 years of experience working with the target population;
- Previous experience providing Wraparound highly desirable.
- Must be able to work a flexible and varied schedule which may include evenings, and weekends, as necessary.
- Must be able to work as a member of a team.
- Must be able to work with diverse populations and be comfortable working in a variety of environments, including family homes, schools, places of business, and in the community.
- Must possess sensitivity to family culture, values and beliefs and operate from a family-centered, strengths-based perspective.
- Must have good written and verbal communication skills.
- Must be able to complete all paperwork as required and within scheduled time frames.
- Must possess a valid Ohio driver's license and be able to drive.
- Must be able to pass a Background Check.

Responsibilities:

■ **Essential Duties and Responsibilities**

- Along with the Facilitator and Parent Partner, takes part in the Engagement process and conducting the strengths-based discovery and assessment with the child and family.
- Participates in Child and Family Team meetings and takes part in the development, implementation, review and evaluation of the Child and Family Plan of Care.
- Forms relationships with the child and family and assists them in meeting their goals.
- Seeks out or creates needed services and supports in the community.
- Assists the child and family in the home, school and community by providing a variety of supportive and case management services, some of which may include mentoring, coaching, behavioral support, and education.
- Builds on individual strengths, concerns, and needs with a balanced focus on the family as a unit.
- Maintains a close and supportive relationship with the child and family, program staff, community supports and any others who may be involved with the child and family.



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- Responds and intervenes as necessary and appropriate, and as outlined in the Crisis Response Plan.
- Completes documentation on all services provided.
- Completes all Wraparound and Mental Health documentation as required.
- Works collaboratively with staff, family members, public and private agencies. And community support systems.
- Participates in all required trainings.
- Attends and participates in weekly Wraparound Staff meetings.
- Attends meetings with the Cuyahoga County Department of Children and Family Services
- Performs other duties as assigned in support of the Wraparound process.
- Assists with the coordination of neighborhood foster care recruitment plans with licensing agency, assists in recruitment and training at community informational and foster-care parties. The recruitment focus is on assisting CFS develop child-centered recruitment teams for children in permanent custody with no identified prospective permanent family and youth "aging out of the system," securing family connections and/or mentoring support.
- Attends community events/functions to recruit for potential foster/adoptive homes, educates the public and other professionals inside and outside of the community on Family-to-Family neighborhood foster care.
- Assists with the coordination of foster/adoptive/kinship parent cluster support group meetings. Advocates for biological, kinship caregivers, foster, and adoptive parents.
- Assist with identifying and recruiting new service providers to become collaborative members.
- Advocates for and is a gatekeeper of the coordination and integration of public child/family serving systems work with neighborhood service providers.
- Advocates for the needs of families and child safety.
- Develops and attends planning meetings to develop and enhance the partnership between CFS and neighborhood.
- Meets with Family Support Staff regularly.
- Assist with developing a manual to reflect collaborative neighborhood services, to be updated annually.
- Assist with providing space and accommodations to CFS service workers.
- Hosts/assists with family visits, family meetings. Insures availability of a homelike setting for all family visits.
- Attends and participates in training or orientations of CFS in order to understand child protection policy and procedures.
- Participate in (in order of priority) initial staffing family team meetings and SAR's for families form their assigned neighborhood site.
- Gathers statistical and narrative information from collaborative, families, relative caregivers, foster families, for reporting purposes to CFS and collaborative members.
- Complete monthly activity reports documenting compliance with deliverables in a timely manner.
- Maintains and Ensures documentation and necessary paperwork on each family.
- Works closely with CFS Family-to-Family Liaison for overall technical assistance and partnership on current CFS initiatives
- Oversee quality assurance including outcome measures required by funding sources and
- Recruit and engage families to participate in the Wraparound Program
- Attend all trainings as required by the agency and funders
- Collect data required by Friendly Inn Settlement and funding sources
- Develop and maintain documentation required by Friendly Inn Settlement and funding sources.
- Maintain. documentation and complete all reports as required by agency and funders.
- Submit required documentation in or prior to dates required.

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- o Performs additional program duties as assigned by the Family Support Supervisor according to agency needs.
- o All other duties as assigned
- **Periodic Duties**
 - o Attend and/or ensure that there is a representative for the DCFS Departmental Meeting (Exact meeting dates and times TBA).
 - o Attend supervisory meetings, individual supervisory meetings, and trainings scheduled by the Cuyahoga County, Friendly Inn Settlement and President & CEO.
 - o Maintains all required reports pertaining to the group and/or individual youth. This includes
 - o Attends workshops, conferences, & any in-service training sponsored by the Cuyahoga County, Friendly Inn Settlement, and/or other educational organizations, as approved and instructed by the President & CEO for prior approval.
 - o Participate in programs and activities within the community that supports the work with assigned youth and families. May require some evenings and weekends.
- **Relationships**
 - o Responsible for maintaining positive, courteous and professional relationships with the following:
 - Youth
 - Families and children participating in the program
 - All Family Support Staff including Early Childhood Enrichment Staff, MyCom-Director and President & CEO
 - Professional staff from other related agencies
 - o Work as a team member with other program and agency staff of Friendly Inn Settlement, Inc.

I have read my job description and I understand the duties described herein.

Signature: _____ Date: _____