

**CERRO GORDO COUNTY, IOWA
POSITION DESCRIPTION**

Position Title: I-START COORDINATOR

Department: County Social Services

Reports To: I-Start Clinical Team Lead

Pay Level: \$41,600 (\$20 per hour) to \$58,240 (\$28 per hour)

FLSA Status: Non-Exempt

Created: August 2015; Revised March 2017

SUMMARY:

Under general supervision, I-START Coordinator's provide community based prevention and intervention services based on the Bio/Psycho/Social Model to individuals with an intellectual and/or developmental disability with Mental Health and Behavioral needs. I-START Coordinators are expected to utilize person-centered and strength based approaches based on positive psychology with teams, clients, families, caregivers, and providers utilizing evidence-informed and evidenced based practices. Coordinators will be required to drive and travel to various communities within the CSS region as a part of their duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specific location in order to perform assigned tasks.
- Participate (productive and active) in Triage, Summits, CETS, Clinic Service Director Meetings, Zoom calls, and National START visits and meetings.
- Complete Intake forms, Eco Mapping, and processes per National START Guidelines.
- Complete RSQ, ABC, assessments (formal and informal), and observations with clients and teams.
- Develop the initial START Plan and update plan quarterly per National START Guidelines.
- Develop interim and full Cross System Crisis Plans and keep updated based on client's needs per National START Guidelines.
- Develop Comprehensive Service Evaluations based on client's needs per National START Guidelines.
- Enter all SIRS data daily. In event data is not entered daily must be entered no less than one time per week. All data must be entered into SIRS by the first Monday of the next calendar month.

- Complete Moodle rooms per National START Guidelines, along with other didactic trainings and seminars. Provide didactic and client specific training to providers, teams, and other professionals and systems as requested.
- Participate in the I-START on-call schedule. Provide on-call support on rotational basis with I-START team. Respond to crisis calls and support the system.
- Complete all I-START and National START paperwork per the National START Guidelines or CSS policy.
- Maintain an active caseload of individuals referred or active for I-START services. Actively collaborate and maintain open communication with teams and systems regarding clients on your caseload. Conduct ongoing outreach as specified in the START plan.
- Participate in the National START network. START network brings projects together from across North America through an online resource center, conference calls, select study groups and an annual conference.
- Other duties may be assigned.

SUPERVISION RECEIVED:

- Administrative and functional supervision is received from the Clinical Team Lead.

SUPERVISION EXERCISED:

- No functional or administrative supervision is exercised.

QUALIFICATIONS:

- A Master's Degree in Social Work, Psychology, Counseling or other human service field with 2 years' experience working with people who have IDD and mental health and/or challenging behavior needs; or a Bachelor's Degree in Social Work, Psychology, Counseling or other human service field with 4 years' experience working with people who have IDD and mental health and/or challenging behavior needs is acceptable.
- The ability to work with complex systems and an interest in the population is essential.
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- Requires excellent verbal and written communication skills and a professional demeanor.
- Requires independent and organized work skills
- Ability to assess multiple complex disability needs and determine effective supports and interventions to alleviate or manage those needs.
- Ability to apply common sense to solve problems and achieve work objections, and have the ability to recognize work situations that require special attention.
- Experience working with families and individuals with disabilities.
- Ability to complete START Coordinator Certification within 12 months following employment.
- Ability to maintain a high level of interpersonal skills and establish good working relationships with outside agencies and co-workers
- Must possess a valid Iowa driver's license and be insurable under the County's guidelines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

Work Schedule:

- Core hours are generally 8:00 a.m. to 4:30 p.m. Monday through Friday but requires on call hours 1 evening each week and every 6th weekend.
- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and operate a motor vehicle.
- Position requires near vision and ability to hear.
- While performing the duties of this job, the employee may be exposed to physical harm caused an emotional individual or the general public.
- In performing the essential functions of this job, the employee may need to work and/or drive in extremely hot, cold, rainy, snowy and/or windy weather conditions.

COMMENTS:

Applicant will be subject to Criminal Background Check, Adult and Child Abuse, and Medicaid Fraud record check.

Applicant will be subject to post offer, pre-employment drug and physical testing.

Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Cerro Gordo County is subject to and has adopted a policy in compliance with the 2008 Smokefree Air Act.