

**COUNTY SOCIAL SERVICES
JOB DESCRIPTION
I-START COORDINATOR**

Job Title: I-START Coordinator
Department: County Social Services
Reports to: I-START Director
FLSA Status: Non-Exempt
Salary Range: \$36,000 to \$48,000

BASIC FUNCTIONS AND RESPONSIBILITIES:

An I-START Coordinator must provide community based prevention and intervention services to individuals with a diagnosis of intellectual and/or developmental disability and behavioral health needs. I-START Coordinators are expected to utilize person-centered approaches to individuals, families, caregivers and providers utilizing evidence-based positive mental health methods. Coordinators will be required to drive and travel to various communities within the CSS region as a part of their duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specific location in the community and throughout the region in order to perform assigned tasks
- Maintain an active caseload of individuals referred for I-START services (variability occurs depending on activity level of cases and the project scope)
- Assist with referrals for consultation and treatment as needed
- Use the START Action Plan for case planning and strategizing
- Develop Comprehensive Service Evaluations, Cross-Systems Crisis Prevention and Intervention Plans, intake/assessments, intervention and outcome plans for Resource Center admissions and any other applicable documentation of services provided
- Ensure the coordination of support meetings and crisis plan development for individuals served through I-START
- Participate in recurring meetings with I-START leadership, clinical team and resource center program
- Participate in the national START network, which brings together projects from across North America through an online resource center, conference calls, select study groups and a meeting at an annual conference as recommended
- Provide on-call support on a rotational basis as part of the I-START team
- Understand the mental health aspects of individuals with Intellectual/Developmental Disabilities
- Ability to communicate effectively through written and verbal means
- Other duties as assigned.

SUPERVISION RECEIVED:

- Supervision is received from the I-START Director or other designated official.

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 5 years' experience working with people who have IDD and mental health and/or challenging behavior needs is acceptable.

AND

- The ability to work with complex systems and an interest in the population is essential.
- Independent and organized work skills along with communication and writing skills are necessary.
- Experience working with families and individuals.
- Ability to complete START Coordinator Certification within 12 months following employment

(Note: The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.)

Language Skills:

Must be welcoming and positive in contacts with others. Must have strong writing skills and the ability to communicate complex assessments and diagnose social service needs both verbally and in writing.

Reasoning Ability:

Must be able to assess multiple complex disability needs and determine effective supports and interventions to alleviate or manage those needs. Must have the ability to apply common sense to solve problems and achieve work objections, and have the ability to recognize work situations that require special attention.

Certificates, Licenses, Registrations:

Original proof of credentials by diploma, license, and transcripts is required. Must clear criminal back ground, abuse registry, and Medicaid fraud checks for consideration of this position.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee in order to successfully perform the essential functions of this job:

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and operate a motor vehicle.
- The employee must have corrected 20/40 vision.
- The employee must have a hearing ability not to exceed hearing loss greater than 50 decibels at any frequency.

Work Environment:

The work environment characteristics described herein are representative of those which an employee may encounter while performing the essential functions of this job:

- 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.

County Social Services 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.

Acknowledged by _____ Date _____

Employment Application
Winneshiek County

The position I am applying for is: _____

Last Name First Name Middle Name

Address Street City State ZIP Code

Telephone Number Email Address

Driver's License Number Do you possess a Commercial Driver License (CDL)
Yes **Class A or Class B** No
(Circle One)

List additional names you have used: _____

Please list an additional phone number where we can leave a message:

Name: _____ Relationship: _____ Number: _____

How did you learn about this employment opportunity?

Newspaper Job Service Friend Walk-in Website Education Institution Employee Other

Please be sure to answer all items completely and accurately.

Type of work you would accept: Full time Part time Seasonal Temporary

What date would you be available for work? _____

Have you ever filed an application with us before? Yes No If yes, Month/Year: _____

Have you ever been employed with us before? Yes No If yes, In what capacity? _____

From: _____ To: _____ Reason for Leaving: _____

What is the minimum salary that you would accept? _____

Do you have any relatives currently employed by us? Yes No

If yes, state the name, relationship and department in which they are employed. _____

Are you legally eligible to be employed in the U.S.? Yes No (Proof of identity and eligibility will be

Are you a veteran of the U.S. Armed Forces? Yes No required upon employment)

Dates of military service: _____ Branch: _____

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No

If so, please indicate the nature of the offense, date, state and disposition. _____

(A conviction record is not an automatic bar to employment and the nature, recency and disposition of the offense will be considered only as it relates to the job for which you are applying)

Education

	High School	Undergraduate College/University	Graduate/Professional
School Name and Location			
Diploma/Degree If Applicable, please include Professional License or Registry Number			
Course of Study			

Describe any skills, specialized training, apprenticeship, and applicable extra-curricular activities. _____

List equipment and computer software you can operate. _____

List construction equipment previously operated if applicable to the position. _____

Employment Experience

List previous 10 years of employment. Start with your present or last job. Add another sheet if necessary.

May we contact your current employer(s)? Yes No

1. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor		Reason for leaving

2. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor		Reason for leaving

3. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor		Reason for leaving

4. Employer	Dates Employed From/To	Work performed
Address		
Telephone Number	Hourly Rate/Salary Starting/Final	
Job Title		
Supervisor		Reason for leaving

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as it may be necessary in arriving at an employment decision.

I hereby acknowledge that any employment relationship with Winneshiek County is of an At-Will nature, which means that the employee may resign at any time and that Winneshiek County may discharge at any time with or without cause. I understand that neither this document nor any offer of employment from Winneshiek County constitutes an employment contract unless a specific document to that effect is executed by Winneshiek County and be in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Winneshiek County cost. I understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

It is the policy of Winneshiek County to provide equal treatment to all Winneshiek County employees and applicants for Winneshiek County employment without regard to race, color, religion, political affiliation, creed, sex, sexual orientation, gender identity, national origin or ancestry, age, mental or physical disability, marital status, except as bona fide occupational qualifications may require otherwise. This policy applies to all human resources actions and procedures including, but not limited to: recruitment, selection, training, compensation, benefit programs, promotion, demotion, transfer and termination of employment.

Addenda to job application

Veteran Status

This portion is required to be submitted with each application by Iowa Code Chapter 35C

Name of Applicant: _____

1. Are you a United States citizen? ___Yes ___No
2. Are you a citizen and resident of the State of Iowa? ___Yes ___No
3. Are you an honorably discharged veteran from the military or naval forces of the United States in any war in which the United States has been engaged, including the Korean Conflict at any time between June 25, 1950 and January 31, 1955, both dates inclusive, the Vietnam Conflict beginning August 5, 1964, and ending on May 7, 1975, both dates inclusive, and the Persian Gulf Conflict beginning August 2, 1990, or the current conflicts in Iraq or Afghanistan? ___Yes ___No
4. Did you receive an honorable discharge? ___Yes ___No
5. If the answer to questions 1, 2, 3, and 4 is yes, please complete the following:
 - a. In which war did you serve?

 - b. In which branch of the military did you serve?

 - c. When did you enter the military? (Month, day, year):

 - d. When were you discharged from the military? (Month, day, year):

 - e. Please attach a copy of your DD214 to this job application.

The above information is true and correct.

Signature of Applicant