

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Caregiver Support Coordinator	<b><u>CLASS NUMBER:</u></b> 70223.1	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N13	<b><u>POSITION CONTROL #:</u></b>
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director, Support Services (110016)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Caregiver Support Coordinator classification is to review and process Caregiver Support and Kinship Support referrals. In addition, the Caregiver Support Coordinator will support the fiscal department with the establishment of contractual relationships with the community-based service providers who provide program services in accordance with the National Family Caregivers Contract and funds provided through Franklin County Children Services.

**JOB DUTIES:**

Approve and arrange services for referrals and provide approval to providers. Assess and refer client to appropriate community agencies and intra-agency programs. Review and evaluate effectiveness and quality of service providers. Make changes in providers as necessary. Approve services for clients as outlined in the National Family Caregiver Contract and other funding sources. Receive and review monthly reports on spending provided by the agencies Fiscal Department. Receive and review monthly reports on spending provided by the agencies Fiscal Department. Review billing data into the Case Management Software. Review program invoices for services provided by the fiscal department. Work closely with Franklin County Justice Policy & Programs in providing support to youth of incarcerated parents.

Maintain client and program documentation and electronic files via the agency Case Management Software. Document, prepare and input monthly data for the Social Assistance Management System (SAMS) and the National Aging Program Information System (NAPIS) Reports and Grantor. Complete quality improvement requirements for the program as outlined in annual audit. Attend meetings and distribute new information and/or changes in programs. Work with the agencies Outreach Department to conduct presentations to promote educational, professional and community awareness to improve understanding and service delivery of program. Maintain data to monitor community needs as it relates to Caregiver Support outreach activities. Collaborate with internal staff to provide outreach support for the FCOA's needs assessment & strategic planning process.

Prepare reports, case summaries, and documents for supervisory review. Attend internal and external staff meetings. Assist in the development of training materials and policies and procedures.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; supervision, public relations; agency policy and procedures; government structure and process. Skill in word processing; equipment. Ability to carry out instructions in written, oral or picture form; apply principles to solve practical, everyday problems; deal with some abstract but mostly concrete variables; deals with problems involving several variables in familiar context; define problems, collect data, establish facts and draw conclusions; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports and position papers; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in human services or related field with two (2) years of social service or related experience.

**Additional Requirements**

No special license or certification is required

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date