



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	<b>CASSP Coordinator</b>		
<b>Department:</b>	MHDD	<b>Reports To: (Title)</b>	<b>MMDD Administrator</b>
<b>Effective Date:</b>	November 2003	<b>Revision Dates:</b>	March 16, 2011 September 1 <sup>st</sup> , 2020
<b>Wage Category:</b>	<input checked="" type="checkbox"/> <b>Exempt</b>	<input type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category:</b>	Paraprofessional	<b>Union Classification:</b>	N/A

### POSITION SUMMARY:

This position works collaboratively with various child-serving systems to promote interagency coordination and service delivery. Identify gaps in service systems and provide recommendations to Department Heads for follow up. Represent cross system children's issues with community groups

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Collects, compiles, and analyzes information and data related to services for children
2. Attends and participates in interagency meetings as requested.
3. Attends Regional and State CASSP meetings and conferences. Facilitates and co-chairs Berks CASSP Advisory Committee meetings.
4. Attends Board and Committee meetings related to the child serving systems.
5. Investigates complaints on behalf of families and advocates.

#### ***Non-Essential Functions***

None

### MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree.
- Two years of professional level experience in the appropriate field.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Valid Pennsylvania driver's license with good driving record.

### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the various systems that provide services to children (Mental Health/Developmental Disabilities, Children and Youth Services, Juvenile Probation Office, Drug and Alcohol services, Education)

- Working knowledge of the laws and regulations that govern the child serving systems (Juvenile Act, Child Protective Services Law, IDEA, Mental Health Procedures Act)
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain positive working relationships.
- Ability to collect, compile, and analyze information and data.
- Skill in operation of variety of computer software programs.
- Ability to organize and properly manage time and workload.
- Ability to travel within the county and state to perform job functions (50% of time).
- Able to handle stress
- Physical presence in the office is required.

**PHYSICAL DEMANDS:**

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

**WORKING ENVIRONMENT:**

Normal office environment. Position requires regular travel; incumbent needs access to transportation.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*