

**SCHOOL DISTRICT NO. 62 (SOOKE)**

**TITLE: WRAPAROUND COORDINATOR**

**QUALIFICATIONS:**

1. Relevant Post-secondary training (e.g. Education, Psychology, Social Work, Counseling);
2. Crisis intervention training/experience;
3. Group facilitation training/experience;
4. Conflict negotiation and mediation training/experience;
5. Mental health and addictions training/experience;
6. Experience working with youth (approximate ages 11-19 years) and families;
7. Experience with action-based research and program evaluation;
8. Excellent communication and collaboration skills as an effective member of a multi-disciplinary team;
9. PIPA and FOIPPA knowledge;
10. Recent certification in or able to take WHMIS within 3 months of employment\*;
11. Required to have updated Criminal Record Check\*;
12. Own reliable transportation and adequate liability insurance\*.

\*these items are the financial responsibility of the employee as they are stated requirements of employment.

**ASSETS**

1. Wraparound training, experience, and/or knowledge;
2. Experience working within a school setting;
3. Experience working with restorative justice;
4. Strengths-based practitioner;
5. Familiarity with community capacity building models;
6. Community conferencing experience;
7. Knowledge of Sooke community or other rural community dynamics;
8. First aid certification;
9. Computer knowledge and ability to use applicable programs e.g. Word, PowerPoint;

Experience should be five plus years.

**RESPONSIBLE TO:** Edward Milne Community School Principal,  
Edward Milne Community School Vice-Principal,  
Journey Middle School Principal,  
Journey Middle School Vice-Principal,  
District Principal Student Support Services, and  
Community School Coordinator

**SUPERVISES:** N/A

**JOB GOAL:**

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**PERFORMANCE RESPONSIBILITIES:**

- 1) Direct Intervention With Youth and Families
  - a) Works primarily as a school-based youth and family advocate-liaison to maintain connection or re-connect youth and families to Middle and Secondary School and/or other viable education alternative;
  - b) Works with youth and families within and around the Sooke community, including Sooke, East Sooke, Otter Point, Shirley, Jordan River, and Port Renfrew;
  - c) Provides youth and families with family-centered, strengths-based, needs-driven, and outcome-based support;
  - d) Supports short-term crisis management
  - e) Provides youth and families long-term action planning support;
  - f) Manages referrals from multiple referral sources (school-based, community-based and self-referrals);
  - g) Based on information provided by the referral source, and with direction from the referred individual(s), in consultation with school-based team, determines appropriate course(s) of action;
  - h) Provides follow-up support as required for all youth;
  
- 2) Resource Management and Referral
  - a) Works with Community Agencies to maintain the *Sooke and Area Child, Youth and Family Resource Directory*; acts to make this resource web-based;
  - b) Based on expressed and assessed need, connects youth and families to specific resources and support people/services;
  - c) Applies the *Wraparound* framework to assist youth and families, create support teams, and develop strengths-based action plans.
  
- 3) Team Collaboration
  - a) Participates on the School-Based Teams and attends meetings as required;
  - b) Engages in effective communication with appropriate school personnel;
  - c) Collaborates and consults with school partners, District personnel, and community members, including research partners.
  
- 4) Administrative Duties
  - a) Responsible for management of Wraparound process for each client;
  - b) Maintains up-to-date documentation of case files;
  - c) Collects data and creates reports regarding program as required by the Community School Coordinator;
  - d) In consultation with the Community School Coordinator, will develop and implement effectiveness measures for the program.

**TERMS OF EMPLOYMENT:** Twelve months per year.

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EVALUATION

DATE: June 18, 2015

TITLE: Wraparound Coordinator

Factor	Degree	Points	Substantiating Data
1. Knowledge	7	105	Four year undergraduate degree or equivalent.
2. Experience	8	120	Five years and over.
3. Judgement	6	60	The job requires that changes be recommended to established policies.
4. Concentration	4	40	Almost continuous periods of intermediate duration; or frequent periods of long duration.
5. Physical Activity	2	12	Medium activity of short duration.
6. Dexterity	2	12	Employee is required to perform tasks that demand that accurate coordination of coarse movements, where speed is a secondary consideration.
7. Accountability	5	50	Actions could result in major loss of time or resources; or cause severe embarrassment within the organization and have serious impact on its public image.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9. Interpersonal Skills	6	60	Major element of the job requiring considerable communication and human relations skills for such purposes as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
10. Disagreeable Conditions	4	40	Major conditions of frequent exposure.
TOTAL POINTS		515	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

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Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Date Signed: \_\_\_\_\_