

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Local Care Team Coordinator**  
**Department of Citizen Services**  
An Equal Opportunity Employer

**Local Care Team Coordinator – Department of Citizen Services, Local Management Board**

\$30.00 – \$35.00 hourly based upon experience and qualifications, 25 hours per week, contractual position  
Hours are typically Monday through Friday and vary between 8:00 am – 5:00 pm

**This position will remain open until filled; first review of applications will occur February 23, 2023.**

The Department of Citizen Services is seeking a qualified professional to serve as Carroll County's Local Care Team (LCT) Coordinator in accordance with the [Children's Cabinet Directive #3](#).

The LCT Coordinator manages the development and operation of the Carroll County LCT which serves families of youth with intensive needs in accordance with Federal, State and local laws, under the direction of the Manager of the Local Management Board and Director of Citizen Services. The LCT Coordinator ensures a coordinated system for LCT case referrals and tracking, maintains a comprehensive resource database, collects data, and ensures follow up services as necessary to help ensure referred youth receive comprehensive support services. The LCT Coordinator is responsible for facilitating a collaborative approach to services and ensuring parent and youth involvement in LCT meetings.

The ideal candidate for this opportunity is familiar with local and state resources; has experience with case management, human services, strategic planning, negotiation, team building, and networking; demonstrates cultural humility in responding appropriately and effectively to individuals with a range of needs, competencies, and backgrounds; is familiar with statistical, results tracking, and case management programs; has good listening, communication, and mediation skills; understands Results-Based Accountability; and is comfortable reading, analyzing, interpreting, and producing formal documents.

This is an excellent opportunity to join a cohesive, passionate, welcoming team and work with a comprehensive interagency workgroup committed to improving the lives of children, youth, and families.

*See next page for the full job description*

**Qualifications:**

1. Master's degree in Social Work, Psychology, or Special Education, or closely related field
2. Two years' experience with child placement systems
3. Two years' Clinical or Special Education experience
4. Valid driver's license
5. Requires criminal background check as condition of employment

**Benefits of working for Carroll County Government:**

- ✓ 40 hours of paid time off

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: [careers@carrollcountymd.gov](mailto:careers@carrollcountymd.gov)
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

2/16/23  
(23-75)



The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

## **LOCAL CARE TEAM COORDINATOR**

### **GENERAL RESPONSIBILITIES**

Manages the development and operation of the Carroll County Local Care Team (LCT) which serves families of youth with intensive needs in accordance with Federal, State, and local laws under the direction of the Manager of the Local Management Board and Director of Citizen Services.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Perform responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies, Children's Cabinet Directive #3, and applicable laws.
2. Receive and assist in the completion of LCT referrals.
3. Formulate/compile and maintain detailed meeting notes, attendance lists, action plans, case notes, and a directory (such as, but not limited to Maryland 2-1-1) of all community-based resources in the jurisdiction.
4. Compile, produce, maintain, and analyze reports from various data systems (including reports on performance measures and resource needs), and develop policy and procedures based on written reports, as required by the LCT and others.
5. Serve as staff support/liaison/member to the LCT and any designated local or Statewide committee, council, or board.
6. Communicate with agencies and families to coordinate and facilitate meetings; encourage engagement and participation of those present; and ensure adherence to confidentiality throughout all processes.
7. Ensure that youths' plans of care have been addressed, up to and including out-of-home placement of the youth.
8. Develop and present training modules to small and large groups.
9. Work closely with child-serving agencies and organizations including participation in community initiatives addressing children, youth and families.
10. Collaborate with key partners to ensure efficient and appropriate service delivery.
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County
13. Perform related duties as to specific assignments and special projects
14. Any employee may be identified as Essential Personnel during emergency situations

### **EDUCATION AND EXPERIENCE**

1. Master's degree in Social Work, Psychology, or Special Education, or closely related field
2. Two years' experience with child placement systems
3. Two years Clinical or Special Education experience

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Understands and utilizes Results-Based Accountability (preferred)
2. Demonstrate proficiency with computer software programs and/or other applications
3. Works in a conscientious, consistent, and thorough manner
4. Reads, analyzes, and interprets formal documents, such as policies, legal documents, case plans, mental health and/or substance abuse assessments, IEP/504 plans, etc.
5. Writes policies, reports, speeches, correspondence, procedures, and other required documentation
6. Prepares and delivers presentations in a variety of formal and informal settings, using tools and techniques to engage the audience
7. Adapts in order to work effectively in ambiguous or changing situations and with diverse individuals and groups
8. Collects, analyzes, and compiles data and data reports

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. Requires criminal background check as condition of employment