



Position Opening
GENERAL ANNOUNCEMENT
Wraparound Facilitator
Special Populations/Community Programs
March 10, 2017

Job Title	Wraparound Facilitator
FLSA Status:	Non-Exempt
Salary Range:	Market Range 5, Grant-Funded Position
Performance Area:	Educational Services
Department:	Special Populations/Community Programs
Supervisor Title:	Wraparound Manager

Position Summary: Facilitate the delivery of services to high-risk students in an effort to reduce out-of-home and out-of-school placements.

Essential Functions and Tasks:

- Serve as facilitator for referred Wraparound Community Team cases.
- Facilitate family team meetings in keeping with Wraparound models and philosophy to work toward reduction and elimination of out-of-home and out-of-school placement.
- Serve as a resource to train child/family teams in the Wraparound process.
- Attend and provide staff support for all meetings and subcommittees of the Wraparound Community Team.
- Actively advance the philosophy of Wraparound services by participating in training opportunities.
- Prepare and submit all required ancillary documentation including, but not limited to, Child and Family Status Reports, CAFAS reports, billing summaries, time reports, and progress notes.

Job Qualifications:

- Bachelor's degree in Social Work, Psychology or related field.
- Two or more years of related experience.
- Valid Michigan driver's license.
- Ability to properly operate required office equipment such as a personal computer, fax machine, copier and the like.

In addition to the qualification requirements set forth in this job description, the incumbent is also required to meet the “Key Work Competencies” expectations of Oakland Schools.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.

Employment Terms:

Twelve month work year. Salary based on Market Range of \$38,000 to \$47,000 annually. This position is grant funded and continuation is contingent upon continued funding.

Application Deadline:

Letters of interest and resumes will be accepted until position is filled.

Apply To:

- **Go to:** <https://oakland.k12.mi.us/employment/job-postings/pages/default.aspx>
- **Click** “View all Open Positions in OHRC Districts”
- **Click** “Broken Down by District”, **Click** “Oakland Schools”
- **Click** on Desired Position and on the “**Apply**” button in the upper right corner and follow prompts.

For questions regarding this position please contact Alicia Beck at 248.209.2143 or via email at Alicia.Beck@Oakland.k12.mi.us.

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Before you submit your resume and letter of interest, please read the following important instructions/information:

- Please indicate in your letter of interest how you found out about this position opening and the title of the position you are applying for.
- If you are selected for a first round interview, Oakland Schools will contact you via telephone after the initial posting closing date. Resumes submitted on or prior to the initial posting closing date will be given first consideration.
- If you currently subscribe to a privacy manager telephone service, please be advised that this service may hinder Oakland Schools’ ability to contact you for the purpose of scheduling an interview.