

**Job Title: Wraparound (EPSDT) Care Coordinator**

Reports To: Clinical Services Manager

Location: West and East Contra Costa County as assigned

Employment Type: Full-Time, Exempt

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**About Us**

Contra Costa Youth Service Bureau (CCYSB) is a mission-driven, community-based organization dedicated to supporting underserved and high-risk youth and their families. Founded in 1984, CCYSB provides strength-based, culturally responsive, and trauma-informed care with a focus on promoting family-centered services in Contra Costa County. Our Wraparound program offers community-based mental health services for youth ages 6 to 21, helping to stabilize families and create sustainable support networks that foster long-term success and reduce the need for out-of-home placements. The Wraparound program is designed to support children and youth at risk of placement by engaging the entire family in the process. Our services are strengths-based, family-driven, flexible, and creative, focusing on building the skills and supports families need to thrive. Each family is supported by a dedicated team consisting of family members, CCYSB therapists, support counselors, family partners, facilitators, and other key community members who play a vital role in the family's success.

**Job Overview**

The Early and Periodic Screening Diagnosis and Treatment (EPSDT) Wraparound Care Coordinator will work under the Wraparound Practice Model of Care, a framework grounded in individualized, strength-based, trauma-informed, community-based, and culturally responsive values. This role provides intensive and personalized care coordination for children and adolescents referred by Child Welfare, Juvenile Probation, Schools and other Community Based Agencies.

As a Wraparound Care Coordinator, you will deliver culturally responsive services and lead a collaborative planning process designed to build a network of support for families, helping youth achieve stability and reducing the need for out-of-home placements. Services will be provided exclusively in the community, including families' homes, foster homes, schools, and other community locations.

**Key Responsibilities**

*Service Delivery and Coordination*

- Provide intensive, individualized care coordination for children, adolescents, and their families following the Wraparound Practice Model.
- Responsible for developing, implementing, and maintaining individualized treatment plans that address the unique needs, strengths, and goals of each child and family. This includes empowering families to advocate for themselves while ensuring they receive the necessary services and support to achieve their objectives. The process emphasizes the family's voice and choice, respecting their culture, values, and preferences. Continuously track service implementation and assess progress, making adjustments to the plan as needed to respond to evolving circumstances or needs. Deliver trauma-informed and culturally intelligent services to youth referred through Child Welfare, Juvenile Probation, Schools and other Community Based Agencies.
- Facilitate collaborative planning processes and Child and Family Team (CFT) meetings to develop and implement tailored care plans based on strengths, needs, and goals.
- Ensure a sustainable network of unpaid supports (e.g., extended family, mentors, teachers, coaches) are actively working together toward the stability and well-being of youth and their families.

#### *Community-Based Services*

- Provide services in community-based settings, including families' homes, foster homes, schools, and other community locations.
- Actively engage families and youth in the Wraparound process to ensure their voices and preferences guide service planning and implementation.
- Support families in accessing community resources and navigating local systems to achieve stability and independence.

#### *Documentation and Compliance*

- Maintain accurate and timely Medi-Cal and EPSDT documentation for all services delivered.
- Keep thorough case notes and ensure compliance with agency and county policies.
- Document progress and outcomes for reporting and billing purposes.

#### *Professional Development and Collaboration*

- Collaborate with mental health providers, schools, and other community organizations to provide coordinated care.
- Attend interagency meetings, trainings, and community events to represent CCYSB and foster partnerships.
- Participate in regular supervision and training opportunities to enhance skills and stay informed on best practices.

#### **Key Qualifications**

- **Education:**
  - BA in Social Work, Psychology, Counseling, Criminal Justice, or a related human services field is preferred. Equivalent experience may be considered.
- **Experience:**
  - Three (3) years of experience working with families in community-based agencies or systems serving high-risk youth.
  - Background or knowledge in mental health services is highly preferred, including an understanding of trauma-informed care, treatment planning, and mental health challenges affecting youth.
- **Skills:**
  - Working knowledge of positive child/youth development and patience in understanding the impact of traumatic life situations.
  - Ability to calmly and professionally de-escalate situations involving youth and/or parents.
  - Proven ability to respond effectively in crisis situations.
  - Exceptional multitasking skills with sensitivity to cultural, ethnic, and disability issues.
  - Proven ability to follow oral and written instructions accurately and consistently.
- **Other Requirements:**
  - Reliable transportation, a valid California Driver's License, and current automobile insurance.
  - Flexibility to travel within Contra Costa County for meetings, home visits, and community events.
  - Candidates must successfully pass a comprehensive background check, which may include verification of criminal history, employment history, education, and professional references, as part of the hiring process.

**Compensation and Benefits:**

- Competitive salary commensurate with experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance, paid time off, and professional development opportunities.
- Opportunities for clinical supervision and licensure support for pre-licensed candidates.

**How to Apply:**

Interested candidates should submit their resume, cover letter, and proof of licensure or intern status to [careers@wccysb.org](mailto:careers@wccysb.org). In your cover letter, please highlight your experience with therapeutic services, Medi-Cal billing, and collaborative team-based care.

CCYSB is an equal opportunity employer and is committed to fostering an inclusive and supportive work environment. We encourage applications from diverse candidates who reflect the communities we serve.