

## **JOB DESCRIPTION**

**POSITION TITLE:** Central Referral Coordinator

**CLASSIFICATION:** Exempt

**REPORTS TO:** Data Manager

**SALARY RANGE:**

### **SUMMARY DESCRIPTION:**

The Central Referral Coordinator will serve as the primary contact for incoming referrals from state agencies, parents, providers, physicians and CDS sites. This individual will provide a centralized source for information regarding referral for services, the referral process, receiving and tracking referrals, and referral sources. The Central Referral Coordinator monitors the referral processes and communicates with Regional Site Directors on the status of all referrals in their catchment area.

**REPRESENTATIVE TASKS** include, but are not limited to:

- Receive and track all referrals for entire system.
- Develop and maintain tracking system to support timelines.
- Ensure the Southwestern and Northeastern Support Staff have up to date access regarding status of referrals in their region.
- Monitor ChildFind data.
- Assist with Child Count activities.
- Provide Indicator support to the GSST team.
- Establish and maintain relationships with agency referral sources.
- Prepare documents that articulate referral process.
- Develop and provide updates to Referral Process page on CDS website.
- Identify and implement Public Relations strategies for the CDS referral process.
- Ensure that timelines for screenings, assessments, and evaluations are ChildFind compliant from the date of referral.
- Other duties as assigned by the State IEU.

### **INTERAGENCY COLLABORATION:**

- Provide aggregate data to support interagency agreement, as appropriate.
- Participates on committees and boards, as appropriate
- Collaborates on projects of mutual interest.

### **MINIMUM QUALIFICATIONS:**

- Successful background, criminal records, fingerprinting and reference check
- 2 years experience working with computer based data and tracking systems
- Knowledge of Microsoft Office Suite
- Ability to interact with a wide variety of people
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to establish effective rapport and relationships with primary referral sources and with regional sites
- Ability to work collaboratively as a member of a CDS team
- Willingness to participate in training as mandated by the State IEU