

# ORANGE COUNTY, VIRGINIA

## DEPARTMENT OF HUMAN RESOURCES

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HUMAN RESOURCES MANAGER

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112 WEST MAIN STREET  
ORANGE, VA 22960

### **POSITION ANNOUNCEMENT**

#### **Family Assessment and Planning Team (FAPT) Coordinator**

The County of Orange is seeking a part-time Family Assessment and Planning Team (FAPT) Coordinator in its Office on Youth. This position is responsible for performing intermediate-level human support work managing the County's implementation and administration of the various Children's Services Act (CSA) programs and activities and serving as advisor and support staff to the Family Assessment and Planning Team (FAPT) and the Community Policy and Management Team (CPMT). Work is performed under the general supervision of the CSA Coordinator, in accordance with established team policies.

#### **TYPICAL DUTIES**

Duties include, but are not limited to, the following:

- Ensuring compliance with all applicable guidelines, regulations, standards, policies, and procedures; researching program guidelines and policies for clarification and initiating necessary changes.
- Serving as advisor to FAPT and CPMT (as needed), parents, and providers regarding CSA and utilization management procedures and requirements; informing teams of changes implemented at the State level.
- Reviewing cases and determining whether said cases meet criteria for referral to FAPT and/or CPMT; scheduling appropriate cases for FAPT and CPMT review.
- Attending FAPT and CPMT (as needed) meetings; notifying FAPT and CPMT (as needed) members of meetings; preparing agendas and notifying teams of cases; taking meeting notes and completing meeting follow-up; ensuring maintenance of appropriate procedures and documentation to meet utilization management requirements.
- Reviewing case forms for completeness; maintaining accurate Individual Family Service Plans (IFSP).
- Receiving and reviewing invoices from private providers; verifying provision of services and processing invoices for payment.
- Maintaining confidential, up-to-date files, ensuring compliance with utilization management policies and procedures.
- Reviewing financial information received from parents; determining and reporting level of parental co-pay for services; assisting in the collection of parental co-pays; recording parental co-pays received through the Office on Youth.
- Maintaining department records, ensuring compliance for on-site and random financial review and/or audit.
- Verifying accuracy of data entered and amending errors; utilizing various software and accounting programs.
- Communicating with supervisor, departments, team members, State and regional agencies, private providers, parents, community organizations, and the public to

coordinate work activities; reviewing and presenting status of work; exchanging information and resolving problems.

- Maintaining comprehensive, up-to-date knowledge of applicable laws, regulations, policies, and guidelines; reading professional literature; maintaining professional affiliations; attending workshops and training sessions, as appropriate.
- Attending meetings and serving on various committees, as assigned and needed.
- Receiving various forms, reports, correspondence, payments, invoices, purchase orders, contracts, CSA updates, program announcements, utilization plans, program guidelines, bylaws, policies, procedures, manuals, reference materials, and other documentations; reviewing, completing, processing, forwarding, or retaining, as appropriate.

#### **EDUCATION AND EXPERIENCE**

Associate Degree from an accredited college or university in Human Services, Finance, Business Administration, Public Administration, or related field. Education must be supplemented by experience in comprehensive or human services programs or at-risk youth programs. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements.

#### **ADDITIONAL POSITION DETAILS**

- This part-time position provides for approximately 20-25 hours of work per week, but allows a flexible schedule depending on caseload, meetings, deadlines, etc.
- Possession of appropriate driver's license valid in the Commonwealth of Virginia.
- Subject to pre-employment criminal background check.

**Hiring Range is \$13.24 - \$17.21 per hour, Depending on Qualifications.**

Position is open until filled; the first review of applications will begin on July 10, 2019.

Application packets may be picked up in the County Administrator's Office, located at 112 West Main Street, Orange; or by calling (540) 672-3313. County applications may also be downloaded from the County website at [www.orangecountyva.gov](http://www.orangecountyva.gov). EEO.