

Position Code: 6050	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to coordinate referrals for five agencies by prioritizing cases based on need. The class is responsible for scheduling cases for review and compliance, and to prepare cases for weekly review. The class supervises a classification that functions to review service utilization and also supervises clerical staff.

TYPICAL TASKS	
	<ul style="list-style-type: none"> • Reviews referrals, determines level of need, and coordinates management of plans. • Schedules cases for review and compliance. • Prepares cases for weekly team reviews and documents decisions. • Utilizes data (financial, legislative, policy and treatment) to develop new procedures for team reviews. • Participates in the development of service plans. • Monitors teams to ensure compliance. • Monitors CSA budget and expenditures. • Recommends best practices for cost containment measures, policy compliance and effective/efficient service delivery. • Secures executive approval for special cases. • Supervises employees involved in utilization review; supervises clerical staff. • Responsible for software upgrades procedures and training schedule, purchase and repair of all automated equipment. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information, and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of legal or managerial methods in the solution of technical, administrative, or legal problems; coordinates sub-professional work; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a bachelor's degree in child psychopathology, treatment modalities and practices or closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	None required.

ADA REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable	

City of Chesapeake

Class Title: Consortium Coordinator

accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 09/15