



# LUZERNE INTERMEDIATE UNIT

368 Tioga Avenue  
Kingston, Pennsylvania 18704-5117

**Dr. Anthony Grieco**  
Executive Director

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**Elizabeth Krokos**  
Assistant to the Executive  
Director for Student Services

**John J. Gordon**  
Business Manager

**Ty Yost**  
Assistant to the Executive  
Director for District Services

Ronald Musto  
Personalized Academy of  
Learning

Jennifer Runquist  
Behavioral Health

Joseph DeLucca  
Administrative Services

Date of Notice: January 3, 2025

Job Title: Interagency Coordinator

Location: Various

Reports To: Assistant to the Executive Director for Student Services

Terms of Employment: Part-Time Position

Qualifications: Bachelor's Degree

Application Process: See "Request for Position" below

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Please submit cover letter, resume and application (available on our website) and three letters of reference to:

Angela Federici-Manumpahi, HR Coordinator  
Luzerne Intermediate Unit #18  
368 Tioga Avenue  
Kingston, Pa. 18704

## Position Description

**TITLE:** Interagency Coordinator-Part Time

**REPORTS TO:** Assistant to the Executive Director for Student Services

**JOB GOAL:** To provide facilitation and program development between schools and outside resources, with an emphasis on psychiatric social work and agency services. This position has administrative responsibility and accountability for children/adolescents services and for ensuring implementation of the CASSP principles throughout the child/adolescent serving system. Responsible for overall administration, development and coordination of interagency, parent and student linkages.

### **ROLES AND RESPONSIBILITIES:**

1. Facilitates within the region the development of an interagency collaborative model between education, drug and alcohol, mental health/intellectual disability, probation and parole and children and youth, for the referral of and provision of service to young children, students and families.
2. Establishes working relationships with human service agencies, i.e. mental health/intellectual disability, and school districts.
3. Establishes a working relationship with service providers, i.e. rehabilitation agencies, hospitals, health care facilities, Head Start, etc.
4. Interviews students and families, and maintains ongoing contact with students and families.
5. Informs students and families of service options, forms and eligibility criteria.
6. Refers students and families to appropriate agencies, give assistance in obtaining service, and provide ongoing case follow-up.
7. Refers families as appropriate to agencies.
8. Accompanies students and families to interviews/meetings to obtain and maintain service.
9. Conducts activities to link school districts to agencies and enhances the capabilities of school districts to directly work with or refer students for service.
10. Facilitates child/student receiving state supported services such as speech therapy, psychological services, and related services.

11. Disseminates information about and promote the use of promising practices and innovative program to school districts in order to meet the needs of exceptional children
12. Participates with other Intermediate Unit Administrative staff in developing a comprehensive system of personnel development.
13. Attends PDE training and information sessions.
14. Provides suggestions and information for program development and implementation.
15. Develops policies and procedures as they relate to special situations.
16. Coordinates, evaluates, and monitors special projects.
17. Serves as a change agent and facilitator for social services, i.e. CASSP.
18. Coordinates school districts and the intermediate unit in the implementation of transition services.
19. Attends staff, professional and interagency day and evening meetings.
20. Assumes other responsibilities as may be designated by the Department of Education or Intermediate Unit.