**Intensive Care Coordination (ICC) and Family Partner (FP) Coach Application**

**Part 1: Applicant and CSA Provider Agency Information:**

1. Coach Applicant Name:
2. Home Address:
3. Current Position:
4. Years in Current Position:
5. Are you currently a certified ICC or FP Coach: Yes  No

*Please note that certification is not required in order to apply.*

If yes, please indicate organization certified through, level of certification, and date certification received:

1. List any courses or continuing education classes you have taken in supervision.
2. Please indicate below which coaching position you are applying for. **If multiple staff persons from one CSA are applying, each must submit a separate application.** ICC FP
3. Please indicate which region(s) you are interested in offering ICC or FP coaching in order of your preference with five (5) being highest and one (1) being lowest. Please note that coaches cannot serve as the coach for their own CSA.

     Metro Boston      Southeast      Northeast       Central       Western

**CSA Information**

Provider Agency Name:

CSA Catchment Area(s):

Legal Name if Different From Above:

CEO Name:

Tax ID #:

Street Address:

City/State/Zip Code:

Telephone:

I understand that if selected as either an ICC or FP Coach, I agree to a one year commitment with annual renewal option, unless one of the follows occurs: 1) I change employment positions within my current CSA and position is not involved with ICC or FS&T services; 2) employment from current CSA is terminated for any reason; or 3) Coach position is terminated by TAC, Inc. and/or not renewed.

Agree

**Part 2: CEO/Leadership Letter of Endorsement, Two Reference Letters, and Resume**

For the applicant to be considered for either an ICC or FP coach position, the application packet must include a **letter of endorsement from the CEO or other person in a senior leadership position** (e.g. VP of Community Services, Chief Operating Officer, etc.) at the provider agency. This letter must specifically address the following:

1. Recommendation of the applicant for either an ICC or FP coach position.
2. Agreement to release applicant if selected from working hours and responsibilities in order to perform the coaching requirements as outlined.
3. A brief description of how the agency will ensure that services and supervision of CSA staff will be addressed while the selected applicant is performing coaching responsibilities.

In addition to the CEO Endorsement Letter, please submit **two references**:

1. One reference must be from a family, including the child or youth for whom you either currently provide care coordination or family support and training services; or have provided within the last two years. If you have been employed in a position that does not involve direct ICC or FS&T service provision (e.g. work in a supervisory or administrative capacity only) then a letter from a peer colleague (person at equal or more senior level position) or former supervisor can be provided. This letter must address your skill in providing care coordination or family support and training services.
2. One reference from a staff member for whom you provide direct supervision, coaching and support.

A current **resume** must also be included as an attachment.

**CONTINUED ON THE NEXT PAGE**

**Part 3: Narrative Response**

Total narrative response is limited to not more than 7 single-sided pages, type-written. Narrative response must be in 12 point font. Type responses below each question.

1. List and describe your experience providing Intensive Care Coordination (ICC) or Family Support and Training (FS&T) services. If your direct service experience in Wraparound predated the beginning of CBHI services, please describe the service in which you participated.

1. List and describe your experience providing coaching and training to agency staff to provide ICC or FS&T, and training in the Wraparound process.

1. List and describe your experience and successes in providing consultation to other staff within your agency or outside your agency in ICC or FS&T, the Wraparound process, and in other human services related areas.

1. List and describe your strengths - with examples - of your experience in engaging and sustaining system partners in the Wraparound work and in system of care building.

1. List and describe your strengths as a coach/mentor and why you think you would be effective in this role.

1. Please describe a specific challenge you have encountered in CSA implementation? How did you overcome that challenge?

1. What are your biggest concerns about coaching?

1. Why do you want to be an ICC or FP coach?