

## PERSONNEL

### **PROGRAM COORDINATOR CONFIDENTIAL SALARY SCHEDULE 20 RANGE E**

#### DEFINITION

Under the general supervision of the Superintendent, the Program Coordinator is responsible for overall management of the Family Resource Center (FRC); for assigning the case management caseload, assessing risk, evaluating the quality of case management and home visits, deploying staff, and preparing written reports assuring that service plan goals are being met; for writing, sustaining, and renewal of grants; for providing program administration to grant funded programs to assure quality and compliance with local, state, and federal mandates.

#### PERFORMANCE RESPONSIBILITIES

The job duties of the Program Coordinator include but are not limited to the following:

1. Seeks and writes proposals for new grant funding; sustains and renews current grants Establishes and monitors department policies, protocols and procedures
2. Develops staff training and skill improvement programs as needed
3. Provides overall coordination and leadership for implementation of program goals and objectives
4. Acts as primary liaison among all collaborative partners including private, nonprofit, and county agencies in developing case management or related educational programs to meet the needs of the community
5. Secures and manages all contracts for case management services in the following manner:
  - a. Supervises the Family Resource Center case management team; receives family referrals from county agencies, community organizations and school districts; evaluates condition of referred family and assigns case to appropriate case manager based on grant requirements, demographic location and/or staff training
  - b. Reviews case management documents and database systems for all case managers on a quarterly or as needed basis to evaluate the quality of home visits, parent/child assessments, and case management plan development and completion for all family members
  - c. Conducts grant required monthly case reviews with case management team to review the quality of services, barriers to provision, and to discuss, interpret, and develop departmental Protocols and procedures
6. Organizes and administers program budgets with the assistance of the Accounting Clerk and Chief Business Officer (CBO)
7. Ensures submission of all required fiscal and evaluation reports to funding sources according to county, state, and federal guidelines
8. Leads implementation of grants' goals and objectives
9. Organizes and chairs the Kern River Valley (KRV) Collaborative meetings
10. Represents the Family Resource Center, Kernville Union School District, and the KRV Collaborative projects in a variety of contexts and to a wide range of constituencies including schools, school boards, parents, community organizations and funders. Provides outreach information and marketing. Attend regional and state grantor meetings, and trainings as required
11. Administers grant funded programs; audits and monitors financial reports and budgets
12. Performs other work related duties as assigned

#### Knowledge of:

1. Knowledge of principles, procedures, and techniques of case management
2. Knowledge of the scope and activities of health and welfare agencies
3. Knowledge of theory, research, methodology, and effective practices in program administration, adolescent development and school based prevention programs
4. Knowledge of resources supporting child and youth services within Kern County
5. Knowledge of school policy, procedures, and statewide legislation and initiatives that impact school based social services

#### Ability to:

1. Ability to plan and direct the work of others
2. Ability to meet compliance with local, state, and federal mandates
3. Ability to communicate effectively both orally and in writing; prepare reports based upon data and research using appropriate technology
4. Experience in development, implementation, and administration of grant-funded programs
5. Experience in leadership roles as it relates to prevention programs at both school and district levels
6. Ability to work with individuals of diverse backgrounds in a collaborative environment

PERSONNEL

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |
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| <u>4</u> | a. | Ability to sit for extended periods of time.  |
| <u>3</u> | b. | Ability to stand for extended periods of time and ascend and descend steps.   |
| <u>4</u> | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.   |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation.                                    |
| <u>3</u> | f. | Ability to bend and twist, kneel and stoop.   |
| <u>2</u> | g. | Ability to lift 50 lbs.   |
| <u>2</u> | h. | Ability to carry 50 lbs.  |
| <u>3</u> | i. | Ability to reach all directions.  |

EDUCATION:

Bachelor's degree from an accredited school in counseling, social work or clinical social work, psychology or clinical psychology; OR an AA degree in a related field and two years of experience in a counseling or social work setting.

EXPERIENCE:

Two years of experience in a management or supervisory role; experience administering a grant funded program preferred.

TERM OF EMPLOYMENT

1. Must have Department of Justice fingerprint clearance and current T.B. clearance
2. Subject to grant funding

Adopted: July 9, 2002

Revised: November 27, 2012

Revised: May 27, 2020