JOB DESCRIPTION

Title: Social Services Program Coordinator

Requirements: Masters degree in a social service field or Bachelors degree in social service field with specialized skills and/or work experience. Working knowledge of specific programs required. Strong management, program development and oversight, and community networking skills required.

Accountability: Deputy Director

1. To oversee social service programming (Maternal Intervention and Support Services, Pregnant and Parenting Teen, Strengthening Families, and the Recovery Shop/Vocational Education Training Program)—as well as future social programs to be developed.

2. To hire, supervise, and evaluate program staff in the above areas of responsibility.

3. To assure adequate ongoing and future training of program staff.

4. To work closely with grant and general government funding sources as well as licensing and regulatory bodies in providing, evaluation, and reporting on program services.

5. To be active in community networking and work closely and cooperatively with other community organizations in program development, growth, and implementation.

6. To provide services in community and in home as needed and as part of specific program requirements.

7. To provide relevant data and submit reports as needed to the Deputy Director, Management Team, and/or Continuous Quality Improvement Committee.

8. To provide oversight to assure services are provided and resources are utilized in a fiscally responsible manner.

9. To develop and maintain policies and procedures related to the program.
10. To meet regularly with the Deputy Director for supervision.

11. To be an active member of the Management Team and report on community and program needs relevant to the area of social services.

12. To provide direct services if needed and perform all other duties assigned.

Program Coordinator       Date       Deputy Director       Date