

COMMUNITY SERVICES PROJECT COORDINATOR

DEFINITION

Under direction to plan, coordinate and implement grant-funded programs for three counties, including emergency services, services to victims of crime, violence prevention services for youth and families, and life skills training; to supervise technical unit staff.

DISTINGUISHING CHARACTERISTICS

This is a coordinator level within the Human Resources Agency. This level is distinguished from the Senior level in that the Coordinator has responsibility for all Family Resource Center (FRC) family and community resource development or all safety net emergency service plans and activities related to family and community resource development or safety net resources development associated supportive programs and projects. Serve as liaison with other agencies and service organizations. The employee exercises broad judgment in defining work objectives and determining methods to meet objectives within programmatic regulations and requirements. This level is distinguished from the Community Services Manager in that the Manager assumes authority over activities and operations of several programs and responsibility areas.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Services Manager; exercises direct supervision over technical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Coordinates specific targeted community and family programs as assigned coordinates activities of program and partner agencies.

Plans, coordinates, directs and provides for resources to families and community members including collaborative development and community leadership.

Supervises, trains, schedules, and completes performance evaluations of assigned staff including interns, volunteers, and professional service providers.

Communicates with manager regarding program progress and major problems and issues.

Maintains independent facilities including scheduling, cleaning, and maintaining effective working environment, ensuring safety, in order to provide space for partner staff, client use and community meetings.

Community Services Project Coordinator
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Performs general administrative/office work as necessary, including preparing reports, correspondence, conducting and attending meetings, copying and filing documents, entering computer data and maintaining databases, ordering supplies, maintaining supply inventory and office cleanliness, etc.

Provides direct client services as required.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local policies, procedures, laws, and regulation.

Principles of program coordination and administration.

Principles and practices of leadership and supervision.

Principles of child growth and development and procedures involved in promoting maternal and child health and family development.

Principles of family support and leadership.

Principles and practices of caring for clients with drug, alcohol and tobacco abuse issues.

Principals of case management, social work, and crisis intervention.

Community resources and partnership dynamics.

Collaboration development.

Principles and techniques of teaching, learning, counseling, outreach and interviewing.

Business letter writing and report preparation; English language usage, punctuation, spelling, and grammar.

Modern office procedures, practices and technology, including the use of computers for data and word processing.

Ability to:

Understand, interpret and apply federal, state, and local policies, procedures, laws and regulations.

Plan, organize and carry out community events, meetings and training sessions.

Provide effective leadership and supervision of assigned staff.

Participate in community assessments.

Work effectively with individuals and families to assist them in the satisfactory solution of family crisis and challenges.

Work effectively with youth and children who have been victims of abuse.

Secure the cooperation of and work effectively with individuals and agencies.

Analyze situations accurately and take effective action.

Solve complex work related problems.

Prepare and maintain reports, records and logs.

Speak confidently and professionally before various groups.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in social service and/or grants administration work.

Training:

Bachelor's degree with major course work in social services, public administration, business, social science or related field. One year of experience may be substituted for one year of education.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	6456100
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"