

**HEALTH AND HUMAN SERVICES AGENCY PROGRAM COORDINATOR**

DEFINITION

Under general supervision, plans and coordinates a variety of health and human services agency programs that provide effective services to Glenn County clients; and provides supervision for lower level clinical, administrative and clerical staff, housing rehabilitation/energy workers and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the Program Coordinator I level within the Health and Human Services Agency. This level is distinguished from the Health and Human Services Agency Case Manager series in that the Program Coordinator has responsibility for directing and organizing a health and human service program(s), and for providing supervision over assigned staff. Incumbents in this classification series exercise broad judgment in defining work objectives and determining methods to meet objectives within programmatic regulations and requirements. The Program Coordinator series is distinguished from the Senior Health and Human Services Agency Program Coordinator in that the Program Coordinator, coordinates routine programs that do not encompass crisis services and a substantial difference in the nature, impact and scope of the programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Health and Human Services Program Manager or Deputy Director; exercises technical and functional supervision over assigned lower-level staff members.

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

Coordinates and directs public health nursing, substance abuse, mental health, or health education services to clients, including clinical care and counseling and public health instruction and education.

Coordinates specific, targeted public and mental health programs as assigned; coordinates activities of program team members as appropriate.

Develops scope of work, goals and objectives, strategies and timelines, and protocols for a variety of health and human services programs.

Participates in program budget planning and management.

Coordinates services with other County programs and outside social service agencies serving the same populations.

Organizes and facilitates in-house and inter-agency program meetings, conferences and workshops as required.

Health and Human Services Program Coordinator  
Rev.- 04/29/03  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08  
Rev.-07/01/11  
Rev.- 7/20/14

Res. #2003- 47  
M.O. #8 -1/04/06  
M.O. #19b-1/04/07  
M.O. #19b-1/04/07  
M.O. #19b-1/4/07  
M.O. #11-7/5/11

Writes, negotiates, updates and manages health and human services grants and/or contracts for a variety of programs.

Prepares periodic reports and analyses, case summaries, etc., related to assigned programs.

Collaborates with fiscal department to monitor program budget(s), disperses fund for appropriate services and tracks grant and budget monies.

Provides comprehensive assessment, evaluation, counseling and referral for clients; consults with colleagues, providers, other case managers or supervisors concerning cases; conducts home visitations as required; completes charting of client progress in medical records and all other documentation as required.

Assists clients in identifying and accessing mental health, public health and community services as needed.

May provide clinical nursing services, substance abuse case management, mental health counseling/case management, nutrition services or health education services including but not limited to administering immunizations and various tests; provides health instruction and education to clients.

Keeps Program Manager informed of major program problems and issues; analyzes issues, problem solves and recommends solutions.

Gives presentations on programs and studies to providers, local schools, community groups, and state wide audiences.

May serve as public information officer for assigned programs; writing press releases, articles, and participating in interviews for public and mental health.

Conducts and participates in community education, program outreach and public information/publicity activities.

Provides staff and student/intern leadership, supervision, performance evaluation and training as assigned.

Works with sub-contractors, consultants and outside community members on various program issues and functions.

Performs general administrative/office work as required, including but not limited to attending and conducting meetings, copying and filing documents, preparing/typing documents, answering the telephone, faxing information, entering computer data, ordering supplies, maintaining office cleanliness, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local policies, procedures, laws and regulations

Principles of program coordination and administration

Basic principles of budget preparation and administration

Principles and practices of nursing as applied to public health practice and preventive medicine and sanitation

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

Principles and practices of providing public social services and child abuse prevention

Principles and practices of health and safety education issues and topics

Principles and practices and funding sources related to the provision of a variety of health and human services to the community

Community aspects of nursing programs, including provisions for continuity of patient care, nursing services in school health programs, and nursing care in the home

Preventive aspects, causes and means of transmission, and methods of control of communicable diseases

Child growth and development and procedures involved in promoting maternal and child health

Materials development, community organizing, event planning and working with youth, adults, community members and policy makers

Principles and purposes of mental and public health programs

Environmental, sociological, and psychological problems encountered in carrying out a mental or public health program

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

Methods of medical case recording and report preparation

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 health activities

Provide effective lead oversight of assigned staff

Apply principles of epidemiology to a wide range of health and social problems

Apply nursing processes of assessment, mental health and substance abuse counseling, planning, implementation and evaluation in relation to the health of individual, families and the community

Participate in research activities

Work effectively with individuals and families to assist them in the satisfactory solution of mental and public health problems

Apply scientific problem-solving approach

Provide leadership in community health programming

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

Analyze situations accurately and take effective action

Maintain confidentiality as appropriate

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:

Two (2) years of experience performing para-professional duties in areas such as public health, health education, nutrition, substance abuse, mental health, community action or social services programs.

Training:

Completion of a bachelor's degree from a university or collegiate program of study approved for social work, public health nursing, nursing, psychology, social science, education, nutrition or a related field.

LICENSE OR CERTIFICATE

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

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making, concentration, and working alone; occasional public contact.

Special Requirements - Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel.

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.

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| Classification Code:        | 2346000  |
| Bargaining Unit:            | Variable |
| FLSA Status:                | Variable |
| Workers' Compensation Code: | 8810     |
| Pay Table:                  | CNTY     |
| Range:                      | 384      |