

COMMUNITY PROGRAM COORDINATOR

DEFINITION

Under general supervision, this position is responsible for coordination of the ongoing planning process for the Division of children, Youth & Families. Using a total quality management approach, this position works directly with community members and neighborhood-based organizations, schools and agencies to facilitate joint planning and decision-making to meet community needs; provides program direction and management oversight for Joining Forces for Families pilot projects; and performs related work and special assignments as required, including grant development and implementation; other positions are involved in enhancing opportunities for low income and historically disadvantaged groups in the benefits of life in the county through employment, affordable housing and social-cultural and political opportunities.

EXAMPLES OF DUTIES

Organize and facilitate planning sessions with representatives from neighborhood organizations, school and community agencies; perform data gathering and analysis; identify community needs and work with community representatives and schools to develop strategies to meet those needs; write reports; assist in communicating the department's mission and goals to the community; provide analysis and advice for decision-making by the department and county government; participate on agency and community committees; other positions facilitate expansion of housing opportunities for County residents at or below seventy percent of median income level; provide support of improvements in county services intended to provide equal opportunities for people regardless of racial and ethnic background, age, gender and disability status; serve as point of contact, information and referral source for matters pertaining to targeted groups; create and disseminate information pertaining to housing, employment, education, etc.; participate in community relations activities for the County; expand entrepreneurial and employment opportunities for persons who are traditionally under-represented; and disseminate public information to increase targeted populations' awareness of issues.

EMPLOYMENT STANDARDS

Education and experience

Joining Forces Position – A master's degree in social work or a closely related human services field, public policy administration or planning; and at least three years of experience working in a human services delivery system or in a planning position

Community Program Coordinator (continued)

involving human services, education or related public policies and programs. Those with a bachelor's degree in one of the above designated areas will need five years of required work experience. The required experience must include one or

Education and experience for Joining Forces position continued:

more of the following areas: providing direct professional services to children and families and/or supervision in a human services system; program planning in a complex system such as human services or education; facilitation of major projects in human services or related field using total quality improvement/management techniques; and community organization and service delivery including experience working with minority families and culturally specific service providers.

Office of Equity and Diversity Position:

Any combination of training and experience equivalent to three years working with community-based organizations providing advocacy for minority group interests in an employed or self-employed capacity that includes program analysis and making presentations to policy making or recommending bodies. Additional credit will be given for experience the promotion of fair housing issues.

Knowledge, Skills and Abilities

Joining Forces Position

Knowledge of human services delivery system; knowledge of family systems of various cultures and alternative living arrangements for children; comprehensive knowledge of planning principles; knowledge of planning principles and the ability to put those principles into effective practice; knowledge of management techniques; oral and written communication skills; ability to collect and accurately analyze data; ability to motivate individuals with a variety of interests toward positive change; ability to facilitate meetings; ability to assess needs and to develop programs to address those needs.

Office of Equity and Diversity Position

Knowledge of rules and regulations pertaining to fair housing and Minority Business Enterprises; effective oral and written communication skills; skill in resolving racial incidents using community resources; ability to develop effective working liaisons among a variety of governmental public and private agencies; ability to perform program analysis and formulate related program recommendations; ability to develop and coordinate community-wide public information programs and the ability to work with law enforcement and court agencies.