

# COMMUNITY RESOURCES PLANNER

## DEFINITION

Under general direction of the Associate Economic Assistance & Work Services Division Manager For Program Development, works with community agencies to develop plans and coordinate resources to assist families in attaining economic self-sufficiency; identifies and analyzes issues in the provision and coordination of community programs and work programs; participates in work teams which cross agency and divisional organizational lines and assists in contract development and other project implementation steps; performs related duties as required.

## EXAMPLES OF DUTIES

A. Coordinate plans and services to respond to changing needs of families and requirements of state programs inclusive of the following specifics:

- A1. Review state program requirements and department policies and contracts to determine compliance and areas of flexibility in program design.
- A2. Meet with state and local child day care experts and providers to ascertain program and community needs.
- A3. Develop and analyze options and recommend plans, priorities and other program adjustments.
- A4. Coordinate child care planning with staff developing work programs.
- A5. Develop materials explaining programs and procedures for use of both staff and customers and respond to staff issues in matrix management context.
- A6. Review agency activities and review periodic reports to monitor contract performance and identify issues of concern to the Associate EAWS Division Manager For Program Development.

B. Coordinate provision of services to homeless persons through county contracted service network and with other community agencies working to meet basic needs of poor populations inclusive of the following specifics:

- B1. Review program requirements and participate in community needs assessment activities to determine changing needs of programs serving homeless families with children.
- B2. Meet regular with program providers to resolve issues and identify emerging needs.
- B3. Assist program managers to develop budget request materials.
- B4. Recommend adjustments to contract special features as needed to adjust to emerging program needs.
- B5. Communicate needs of homeless persons and programs to Department policy and planning staff working on welfare reform initiatives.
- B6. Review reports of Homeless providers to determine contract compliance and rate of shelter utilization. Alert program management to any substantial deviations from plan.
- B7. Respond to requests from program providers for consultation on specific case situations. Confer with management for exceptions.

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## COMMUNITY RESOURCES PLANNER (continued)

Page 2

C. Facilitate and participate in planning groups as assigned to implement community services and welfare reform initiatives.

- C1. Facilitate or participate in project planning groups as assigned.
- C2. Consult with management to define scope, parameters and assure clarity in expected outcomes of project.
- C3. Gather and analyze data needed to develop solid recommendations and proposals as assigned.
- C4. Consult with management to identify stakeholders both within and without the department whose participation either directly or through consultations is needed for positive results.
- C5. Seek out persons in systems affected by department initiatives to gather insight and input.
- C6. Review and test alternatives with workgroups to propose plans and implementation steps to management.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in either public administration, business administration, planning, social or behavioral sciences and two years of professional or management work experience involving community and/or government programs for assisting adults with children to attain self-sufficiency through employment. Prefer training and/or experience in quality improvement and systemic analysis procedures and methods

Knowledge and Abilities: Knowledge of the social and economic conditions faced by public assistance recipients; knowledge of federal, state, local programs designed to assist recipients; knowledge of microcomputer word and data processing applications; prefer knowledge of Dane County service provider networks in child care, homelessness, food pantries etcetera. ability to communicate effectively both orally and in writing; ability to assess program data and make quantitative and qualitative evaluations; ability to work cooperatively with diverse interests; ability to communicate effectively both orally and in writing; ability to assess program data and make quantitative and qualitative evaluations; ability to work cooperatively with diverse interests; ability to work independently and organize assignments with minimal supervision.

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license and access to reliable personal motor vehicle transportation.