

PROJECT/SERVICES COORDINATOR

Class Code: 532

Range: 22

Definition: Under supervision, to assist in the development, coordination and review of a small to moderate sized program in community; to provide training, monitoring, staff development and/or case management services for the program, and to perform other staff assistance work as required.

Distinguishing Features: This is the first level in the Mental Health Project and Health and Human Services Coordinator series. Employees typically have the formal professional level training, but also have limited, directly related work experience in the mental health or human service fields. Positions at this level perform a significant portion of the work assigned to the next higher level, but without the independence or full responsibility expected at the journey level. Projects to which employees are assigned are more limited in scope and complexity or employees are responsible for coordination of services for a caseload of clients. As experience is acquired, the employee performs with less immediate supervision. May provide basic technical and functional guidance to lower level staff and volunteers.

Examples of Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required or assigned.

- C Provide support and assist in coordinating aspects of a mental health or human service program.
- C Develop and provide ongoing training and support to staff and community partners.
- C Staff assigned subcommittees and planning groups.
- C Assist program by planning and advocating for client base; assist in implementing and integrating the various programs.
- C Review the program's funds and budget; assist in the preparation of written evaluation reports and quarterly reports for the program.
- C Assess client needs and functioning level, and provide individualized case management services to clients to meet those needs; services provided include gathering information and data to determine the need and support for program eligibility.
- C Perform crisis intervention as needed.
- C Provide indirect services including routine consultations to staff, care givers and community agencies, client advocacy and community resource development.
- C Prepare reports and maintain records as required.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- C Serve on committees; perform other duties and responsibilities as assigned.

Qualifications:

Minimum Qualifications: A combination of education and experience equivalent to the completion of a bachelor's degree in social work, child development, psychology, nursing or related field. Two years experience in the delivery of mental health and/or social services, preferably in the youth and child development area.

Knowledge, Skills and Abilities: Requires a knowledge of techniques and procedures used in evaluating, modifying and motivating human behavior; child and youth development and behaviors; case management methods; rules, laws, regulations and ethics of mental health or human services and treatment; community services and resources. Ability to assess status of individuals and families for services and needs; write concise and accurate progress notes and reports; coordinate treatment plans; provide basic individual and group counseling; maintain confidentiality; provide appropriate training; establish and maintain cooperative working relationships with those contacted in the course of work; operate a personal computer in order to process and analyze data, create a quarterly newsletter, and access and interpret Internet research data.

Special Requirements: *Performance of the essential duties of this position include the following physical demands and/or working conditions:*

Ability to work in an office environment; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; may require some moderate lifting, bending, reaching, kneeling and some climbing of stairs; sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment; may have slight exposure to communicable diseases and hazardous material.

License or Certificate: Current and valid state driver's license.