

HUMAN SERVICES COORDINATOR

CODES/PAY RANGE

Class Code: 5310

EEO Code: B

FLSA: E

Pay Range: 214

MAJOR FUNCTION

Highly responsible work developing and implementing a comprehensive program of community services for eligible clients.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in directing and supervising the activities and employees in the Human Services Activity.

Assists in managing the operation of all programs; preparing activity goals and objectives; and monitoring programs to ensure regulatory compliance.

Assists in identifying staff duties and responsibilities, training, and supervision of full and part time staff and volunteers.

Develops plans and procedures to determine eligibility of the client population in services offered.

Furnishes and prepares materials for flyers, brochures, news releases, following established distribution channels. Prepares statistical and other required reports.

Monitors and prepares reports in variety of program areas.

Meets with other agencies to identify problems of low income individuals and families.

Researches funding alternatives and prepares proposals for submission to funding sources for program expansion and existing programs.

Serves as a resource person at community meetings and workshops. Assists in interpreting operating policies and procedures to staff.

Performs related work as required.

(Human Services Coordinator continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of various community service programs.

Ability to interpret, comprehend and implement federal, state and local regulations relative to program areas. Ability to develop plans and prepare implementation strategies for programs to meet activity goals. Ability to develop effective working relationships with internal and external agencies, civic groups, clients. Ability to supervise subordinate employees. Ability to work independently. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Social Sciences, Business Administration, Public Administration or related field, and three (3) years of experience in implementing programs of community service.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional and technical journals and manuals; legal documents, statutes, ordinances; financial reports; letters, memos, instructions, etc. Ability to speak publicly and extemporaneously; conversant in theory, policies and procedures of discipline. Ability to perform general mathematical functions. Ability to write agendas, legal documents, letters, memos, policy, procedures, etc. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94