
County Coordinator

Reports to: Program Specialist

FLSA Status: Non-Exempt

SUMMARY:

The County Coordinator is in charge of all administrative duties in his/her county.

ESSENTIAL JOB FUNCTIONS:

- Supervises Family & Community Advocates;
- Assures that all records are maintained;
- Reviews and approves time cards for staff under their supervision;
- Completes reports;
- Recruit volunteers when needed;
- Assists in making client applications for all programs/services within the said county and/or assures that all applications are completed accurately as established by federal, state, and local guidelines;
- Maintains county statistical information and provides it on an as needed basis to the Planning and Programs Director.
- Attends meetings related to various programs;
- Make referrals as needed and represents Agency at county functions;
- Directs and provides follow-up for Agency case management and receives instructions for ongoing accuracy from the Planning and Programs Director;
- Responsible for assuring all pertinent program guidelines (i.e., Head Start Performance Standards, DHR Minimum Standards, etc.) are adhered to at all times;
- Responsible for adhering to the *Code of Ethics* and *Standards of Conduct*;
- Maintain confidentiality in accordance with Agency policy and legal requirements;
- Respect rights and privacy of other staff;
- Attend mandated trainings, meetings, and staff development opportunities;
- Work as a team member with all involved and maintains positive work ethic;
- Perform routines with honesty, reliability, and punctuality;
- Duties may be changed at discretion of Management;

CUSTOMER COACHING: A relationship based process that partners with willing Agency customers aimed at removing barriers to self-sufficiency and stability as documented in a written, comprehensive assessment of an individual's or a family's strengths and needs. The comprehensive assessment addresses the following dimensions of well-being:

- ✓ Income
- ✓ Employment
- ✓ Education
- ✓ Housing
- ✓ Food and Nutrition

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

- ✓ Childcare
- ✓ Transportation
- ✓ Family and Community relations

- Supports family stability (including children's school readiness) by providing guidance and information on available community resources.
- Evaluate through calls and/or interviews the progress of the customer's progress towards self-sufficiency and stability by accomplishing goals identified in the assessment at appropriate intervals (i.e., weekly, monthly, quarterly, etc.).

QUALIFICATIONS:

- Minimum of a High School Diploma or Equivalent. Associate's Degree in Social Services, Social Work, or equivalent field preferred;
- Proficiency with Microsoft Office products and applicable systems or programs utilized by the Agency (FACS Pro and Easy Trak); use micro and mainframe computers at a skilled level; carry out complex projects independently: analyze and interpret financial records and reports; apply pertinent laws and regulations; maintain cooperative work relationships; ability to coordinate and/or conduct training sessions; administrative/ supervisory experience;
- Must have the ability to establish and use good office administrative practices, which includes maintaining files and organization of work;
- Must be neat in appearance and have a pleasing personality;
- Must have the ability to work with people of varying degrees of experience and background;
- Must have the ability to use office equipment that is required of this position;
- Must be able to interpret written and oral instruction and effectively complete such tasks as may be directed;
- Must be a mature individual, who is familiar with the causes and consequences of poverty;
- Must be able to communicate with people from different cultures;
- Must have a proven track record of working with people;
- Should be skilled in establishing and maintaining productive relationships with local vendors in the area;
- Have an interest in continuing education, such as workshops, etc.;
- Must be able to collect and disburse data necessary for filing monthly reports;
- Must have a pleasing personality and be able to communicate with the public as well as the recipients of the various programs;
- Must also possess supervisory abilities in order to instruct those working with and for him/her;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA JOB DESCRIPTION

- Ability to read, analyze and interpret general business periodicals, professional journals, catalogs, agreements, contracts, specifications, technical procedures, and/or governmental rules and regulations. Ability to write reports, business correspondence, basic contracts and agreements, and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups of managers, staff, customers, and the general public;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must have a valid Alabama Drivers' License and reliable transportation;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and to talk or hear. The employee frequently is required to reach with hands and arms; stoop, kneel, and crouch. The employee is occasionally required to climb or balance; crawl; and taste or smell. Ability to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, prepare clear and accurate reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

I have read and understand the duties and expectations of this temporary position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action of South Alabama.

Signature of Employee

Date