

Job Description: Signs of Suicide (SOS) Program Coordinator
Department: Family and Youth Intervention
Last Revised: 4/22

Definition

This Program Coordinator is a member of Management that oversees this program. This position serves as the primary link between the program, the clients, Case Managers, Specialists, and Interns. This position reports to the Program Manager.

Supervision Exercised

Supervision of program volunteers, Case Managers, Specialists and Interns

Duties

- Achieves a working knowledge of funding source(s) and the program reporting requirements.
- Develops policies and procedures to meet funder requirements ensuring best practices and current research is included.
- Orients new staff to the program.
- Models appropriate communication and workplace behavior.
- Coordinates the referral and intake processes for the program.
- Directs the day-to-day operations of the program.
- Assists staff in understanding the agency's mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Enters, updates, and monitors computerized client databases(s) for the identified program.
- Assists Case Managers, Specialists and Interns in contacting caregivers to address the needs and concerns of the youth by empathizing appropriately and making referrals as needed.
- Implements and evaluates measurable outcomes for the identified program.
- Completes monthly program reports and conducts program evaluation to ensure service quality.
- Submits monthly reports regarding program activities to the Program Manager and funding sources as needed.
- Disseminates information regarding the identified program, including community presentations and program materials, and performs other outreach functions as needed.
- Sets annual goals and objectives related to specific job function.
- Under supervision of the Program Manager, will be required to manage line items and/or program budget to achieve objectives within budgeted amounts.
- Participates on community boards/committees to ensure the client/provider voice is included in all activities.
- Performs related duties as assigned.

Minimum Qualifications Needed:

Knowledge of and Practice in Providing

- Community agencies and resources, as well as an understanding of the problems facing children, youth and families.

- Family and youth relationship issues.
- Positive parenting concepts and work/life support for families.
- General understanding of youth mental health (e.g., depression, anxiety, suicidality, etc.).
- Leadership skills including sound decision making, crisis management techniques, staff motivation and be a -self-motivated- team player.
- Computer applications and the desire to learn new programs.
- Case management.

Ability to

- Express ideas clearly and concisely both orally and in writing.
- Problem solve in stressful situations.
- Keep appointments punctually, be organized and demonstrate follow through.
- Work with adults and youth of diverse backgrounds and beliefs and adapt service delivery accordingly.
- Work collaboratively with staff and community agencies.
- To adapt to last minute changes and demands with an amicable and positive attitude.

Education and Experience:

- Bachelor's degree and at least two years work experience, which includes program planning, case management, and crisis management experience. Equivalent experience may be substituted for the degree.

Stipulations:

- Must have reliable transportation to get to and from work;
- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company work;
- Must be able to lift and carry 25lbs; walk up and down stairs; get up and down on the floor; possess fine and gross motor skills; repetitive motion when inputting data
- Requires occasional weekend and evening hours.
- Requires travel in state and out of state for training and/or home visits.
- Willing to obtain required medical screen and immunizations such as TB test, Hepatitis, etc.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.

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