

Position: Program Coordinator- My Aunt's House

Responsible to: Director of Residential Services

Position Purpose: To coordinate programs serving homeless pregnant and/or parenting teens and young adults, as well as services for children birth through pre-kindergarten age.

Status: Exempt

Qualifications:

1. Master's degree in human service field required.
2. Prefer clinical licensure, or eligible to be licensed, by the appropriate North Carolina licensing body.
3. Minimum of two years serving in a supervisory capacity.
4. Minimum of five years working in the human services field, preferably serving homeless, pregnant/parenting teens and a demonstrated knowledge of sexuality and parenting education curriculums.
5. Skilled in staff, team, and program development.
6. Demonstrated strong communication (verbal & written) and presentation skills.
7. Demonstrated proficiency in relevant computer software programs.
8. Has a valid North Carolina driver's license.
9. Agrees with and adheres to the General Principles and Qualifications of Section #401 in the Personnel Policies of The Children's Home.

Job Responsibilities:

SUPERVISION

1. Demonstrate leadership skills that foster a positive, growth-enhancing environment that promotes the development of healthy traits in program participants as well as staff.
2. Demonstrate strong supervisory skills, including the ability to hold self and others accountable, as well as provide progressive supervision related to areas in which staff perform well and areas needing improvement.
3. Provide supervision to assigned staff through regularly scheduled meetings and on-site supervision to facilitate healthy team functioning and the highest quality of care for program participants; appropriately document all supervisory meetings, including minutes, corrective action, disciplinary action, performance appraisals, etc.
4. Ensure staff receives appropriate training in relevant areas in order to effectively meet the needs of program participants, including the use of evidence-based comprehensive sexuality and parenting education curriculum.
5. Demonstrate the ability to take supervisory direction as well as work independently using sound judgment and ethics, including an ability to serve in an on-call capacity.
6. Support supervisees in ensuring there is adequate coverage at all times (e.g., in the event of vacancies, vacation, illness, etc.).

7. Ensure personnel file compliance by submitting all personnel file documentation to Human Resources in a timely manner.
8. Work in conjunction with home economics staff to ensure supervisees are adequately addressing duties in this area (e.g., menu planning, food requisitions, daily record of meals, food and supplies inventory, laundry, garbage disposal, cleanliness of cottage and grounds, coordinating use and cleanliness of vehicles) as well as ensure adherence to health standards and licensing regulations.

PROGRAM

9. Collaborate and network with community resources in order to meet program needs as well as prepare participants for successful discharge.
10. Coordinate case management services to program participants to ensure a comprehensive array of needs are addressed, with an emphasis on health, safety, reduced repeat pregnancy, parenting skills, economic self-sufficiency and independent living skills.
11. Coordinate with and ensure quality care is provided to children and their families by staff of the child development center.
12. Provide individual, family, and/or group counseling as needed and appropriate to program participants.
13. Exhibit knowledge and understanding of therapeutic group dynamics, emphasizing the Cornerstones Model (experiential, family-centered, individual, and systemic approaches) within the program setting.
14. Demonstrate planning, organizational, and evaluation skills related to oversight of the program.
15. Participate in meetings both internal as well as external to The Children's Home as appropriate (e.g., treatment teams, clinical groups, advisory board, Forsyth Adolescent Health Coalition, etc.).
16. Serve as a representative of My Aunt's House in public relations, marketing, fundraising, grant writing, and advocacy efforts in partnership with other agency staff as appropriate.
17. Communicate with and provide feedback to the Residential Services Director and other key staff, addressing any areas of concern or potential problems.
18. Coordinate with staff to maximize the use of volunteers to provide support to program functions.

FINANCIAL

19. Prepare an annual operating budget for program area, complete with revenue projections and expenses, in a timely and thorough manner.
20. Review and interpret monthly financial statements, manage program within projected revenue and expense and take appropriate corrective action in response to variances and trends with respect to revenue and expenses.

OTHER

21. Ensure the provision of culturally sensitive services.
22. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
23. Ensure compliance with all applicable standards of practice.
24. Actively promote the mission, values, and purpose of The Children's Home.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature

Date