

Job Title: Program Coordinator Human Services

Department: Human Services
Immediate Supervisor: Director Human Services

BRIEF DESCRIPTION OF THE JOB: Manages various programs and services for the department as assigned. Performs administrative duties and oversees the operations of the division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Manages various programs by implementing new programs, monitoring the success of the programs, providing training to personnel on administrating the programs, conducting classes and conferences and compiling printed materials and supplies for the classes.	40%	L
2) Provides case management by accepting and processing applications, screening applications for eligibility, making referrals, completing appropriate documentation, entering data into computer, providing efficient follow up and acting as an advocate on behalf of clients for other human service agencies.	30%	L
3) Performs administrative duties by answering telephones, referring callers to the appropriate department, entering data into computer, ordering office supplies, distributing mail, compiling various reports and maintaining office equipment.	20%	L
4) May perform specific duties as assigned by processing invoices for payment, maintaining medical invoices, maintaining vendor contracts, maintaining automated systems, coordinating special projects and assisting the Director as needed.	10%	L

Physical Strength Column: *S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy*

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PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations
Sitting	F	Desk work, meetings
Walking	F	Around office, to other departments
Lifting	F	Files and supplies
Carrying	F	Files and supplies
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	C	Computer keyboard
Reaching	F	For files and supplies
Kneeling	R	Filing in lower drawers
Crawling	N	
Twisting	N	
Climbing	R	Step stool
Balancing	R	On step stool
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	R	Driving

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Machines, Tools, Equipment and Work Aids:

Computer and related software, printer, copier, shredder, calculator, audio/visual equipment, overhead projector, camcorder, VCR/TV, fax machine, telephone, typewriter, papercutter

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS			
Dirt and Dust	N	Extreme Temperatures	N
Fumes and Odors	N	Wetness/Humidity	N
		Noise and Vibration	N
		Darkness or Poor Lighting	N

HEALTH AND SAFETY			
Mechanical Hazards	N	Chemical Hazards	N
Fire Hazards	N	Explosives	N
Physical Danger or Abuse	M	Other (specify)	
		Electrical Hazards	N
		Communicable Diseases	M

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle	X	Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Notary Public

Valid Texas Class C Driver's License

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.