

Tri-County Board of Recovery and Mental Health Services
Position Description

Job Title: Program Coordinator

Reports to: Director of Clinical Services and Evaluation

FLSA Status: exempt

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Summary: Design, implement and facilitate assigned programs and projects to include working with Boards, councils and community organizations as assigned.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

Will assume the roles of the Miami County Family and Children First Coordinator (MCFCFC) (20 hours more or less per week) and the National Alliance on Mental Illness Coordinator (NAMI) (20 hours more or less per week).

Duties for the MCFCFC Coordinator position include acts as the MCFCFC liaison with Ohio Family & Children First Council and Help Me Grow (HMG) state conference calls and provides the Council with a monthly written summary and updates.

Request for Proposals (RFP) and grant duties. Presents and prepares RFP and grant documents as prescribed; Current grants and RFPs include SFY Operational Capacity Grant, Help Me Grow applications, SFY Ohio Children's Trust Fund and others as needed for the operation of the MCFCFC. Prepare and submit necessary reports for each grant and RFP. Provide monthly reports to the MCFCFC.

Prepare agendas, notices to members and council minutes to all executive and full MCFCFC meetings; facilitate and present at the executive and full MCFCFC meetings; maintain appropriate documents and records on behalf of the MCFCFC

Seek approval from Prosecutor's office for identified documents and contracts and submitting them to the commissioners' office for resolution;

Review & approve FCSS expenditures in accordance with state guidance on behalf of the wraparound team; attend wraparound team meetings, as needed, by the wraparound coordinator

Become familiar with and build relationships with MCFCFC members as well as other local community partners to increase awareness of MCFCFC services;

Review MCFCFC bills for appropriateness and fund classification; approve and submit to the fiscal department for payment; provide the monthly income/expense report to the MCFCFC; assist with any audit or reviews by providing information.

Duties for the NAMI Coordinator role includes assisting the local NAMI affiliates in scheduling, planning and implementing workshops, conferences and education programs.

Will serve as the liaison between the local affiliates and Ohio NAMI.

Will direct inquiring individuals to appropriate services or assistance.

Will work with Board and Agency staff to promote and market information on upcoming events, articles on mental health and other related subjects.

Will teach and schedule instructors for activities such as Family to Family and other similar curriculums.

Will assist the NAMI affiliates in recruiting and growing membership.

Will review NAMI bills and expenditures and will work with the fiscal department for payment.

Will work with the Director of Clinical Services and Evaluation on tasks and projects as needed and will periodically serve as the backup staff for hospital related communications and other related activities.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

A minimum of a Bachelors degree in a related field is preferred. This job requires the use of Microsoft Office; experience in various social mediums is helpful. Experience in working with the targeted populations is preferred. A LSW or similar license is helpful.

Language Skills

Ability to analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. The ability to develop and utilize descriptive statistics in conjunction with publications.

Reasoning Ability

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.

Certificates, Licenses, Registrations

Current driver's license. While not required a LSW or similar license would be helpful.

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 talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The employee may be asked to work or attend meetings at other sites.