



JOB POSTING

Date Posted: February 24, 2009
Position: Program Coordinator
Reports To: Jennifer Boudreaux, Program Manager
Service Line: AFHA, Adult Family Health Agency
Location: San Diego
Staffing Req #: CA09178

Job Responsibilities

- Assess referred clients and develops and coordinates service plans. Maintain current and complete client and reporting records. Periodically provided transportation for clients in mentor to mentor moves and facilitate the process of the move including assisting with light moving.
- Provide pre-service and in-service training to mentors, as assigned, and assists in mentor training, planning, and development. Secure individual mentor contracts and complete annual evaluation of mentor services. Make home visits and conduct mentor group meetings as required. Make recommendations regarding adjustments to mentor services, their pay, and contract renewal/terminations.
- Assist with all legal, licensing, regulatory, and certification activities as needed. Maintain current and complete records and reports in accordance with corporate and regulatory standards.
- Provide on-call coverage for caseload and participates in rotational emergency coverage and crisis intervention support.
- Promote and market programs to funding sources, community agencies, families, and related groups. Research and establish appropriate client and family community based services.
- Maintain considerable knowledge of the principles of psychology, case management, and social work and creatively apply them in the development of individualized service plans and in problem solving client situations.
- Appropriately use experience and familiarity with the behavior characteristics of our client population to make sound decisions involving the personal (psychological, social, medical, etc.) development of clients.
- Maintain a working knowledge of the structure of entities associated with the human services field (i.e., funding agencies, governmental agencies, social agencies, medical practitioners, judicial system, community resources, etc.) and develop strong working relationships with these entities.

Professional Qualifications

- Bachelor's degree in a related Social Services field. Experience working with developmentally disabled individuals.

Professional Skills

- Strong problem solving skills, planning, organizational and communication skills, verbal and written.

Other Requirements

- Current driver's license, car registration and auto insurance if providing transportation for individual receiving services.

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