

SPECIAL PROJECTS COORDINATOR

BASIC FUNCTION

The Special Projects Coordinator for Scott County Kids is responsible for overseeing local initiatives to reduce the number of children entering the child welfare and/or juvenile justice system as directed by the Scott County Kids board. The Special Projects Coordinator is expected to maintain a working knowledge of local resources to connect families to and to collaborate on projects.

GRADE & PAY STATUS

Grade 5; salaried, exempt.

ORGANIZATIONAL RELATIONSHIPS

- A. Line
 - 1. Responsible to the Eastern Iowa Decategorization Coordinator for successful performance of assigned duties.
- B. Staff
 - 1. Works closely and proactively with all associates to assure the successful performance of assigned duties and responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Provide resource information to the community regarding youth mental health services. Including informing the community of appropriate services with the goal of helping to reduce referrals to DHS, Juvenile Courts, decrease hospitalization and residential treatment.
- B. Respond to information requests received by phone, email or family panel.
- C. Advocate for children's mental health at the local and state level.
- D. Provide input for development of Family Discretionary Funds Policy.
- E. Assist families/agencies/schools with completion of their Family Discretionary Fund form and distribute completed forms for approval or denial. In addition, notify applicant of approval or denial.
- F. Purchase items for meetings in accordance with agency policy.
- G. Facilitate monthly networking group for Scott County Providers of children's mental health services including: school counselors; social workers; grief, substance and mentoring agencies; and any others that work with youth.
- H. Facilitate the monthly Youth Suicide Prevention Task Force meeting of representatives from schools, churches, county, mental health agencies, law enforcement and hospitals to discuss ways to reduce the youth suicide rate.

SPECIAL PROJECTS COORDINATOR

- I. Facilitate the monthly (September – May) Health Committee meetings of public and private schools nurses, county health department representatives, and others with a mission to improve the health of our community by educating the community about school health issues, connecting parents and school staff with health resources, promoting collaboration among parents, schools and community partners.
- J. Facilitate additional trainings including: Adult and Youth Mental Health First Aid trainings, Yellow Ribbon Suicide Prevention Program, Verbal De-escalation, and ACE's (Adverse Childhood Experiences).
- K. Attend meetings, events and trainings with local agencies, committees, and families to build positive supports for children's mental health.
- L. Coordinate all planning and logistics of The Lisa Project.
- M. Serve as the Scott County Community Partnership for Protecting Children Coordinator.
- N. Facilitate Community Partnership for Protecting Children (CPPC) activities including committee meetings and planning initiatives in conjunction with other community-wide needs assessments (defining specific problems and their underlying causes, identifying existing resources, gaps in services and possible interventions/strategies, and developing work plans).
- O. Responsible for all reporting to the State for CPPC.
- P. Facilitate preparation of the Scott County Youth Mental Health Directory.
- Q. Present a monthly report to the Scott County Decategorization Board.

METHODS OF ACCOUNTABILITY

- A. Through accurate, professional and error-free project documents/presentations.
- B. Through timely response and follow-through on projects.
- C. Through dedication and commitment to the Scott County Kids.
- D. Through compliance with Scott County Kids' policies, procedures, and expectation.
- E. Through input from Board members regarding services provided throughout the year for annual review.

STANDARDS OF PERFORMANCE

Individual Proficiencies:

- A. General office procedure knowledge.
- B. Typing or keyboarding skills of 55 words per minute.
- C. Strong knowledge of and skills with word processing software
- D. Knowledge and skills with computer applications such as databases, spreadsheets, desktop publishing, and accounting, as applicable.
- E. Ability to work in an environment with frequent interruptions.

SPECIAL PROJECTS COORDINATOR

- F. Strong verbal and written skills for effective internal and external communication.
- G. Maintains good interpersonal relationships which encourage openness, candor and trust, both internally and externally with Scott County Kids.

Job Performance:

- A. Timeliness, adequacy and accuracy of completed assigned work.
- B. Overall accuracy and condition of records and files.
- C. Proper maintenance of confidential information.
- D. Ability to organize and prioritize work.
- E. Acceptance of personal inconvenience for attainment of Project goals.
- F. Work independently on tasks provided by the Program Coordinators.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to multitask in a disruptive office environment.
- B. Ability to perform assigned duties with frequent interruptions.
- C. Ability to meet deadlines under pressure.
- D. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- E. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- F. Ability to drive an automobile for Project-related activities.
- G. Ability to operate necessary computer software, hardware and equipment.
- H. Ability to work in a seated position for extended periods of time.
- I. Ability to maintain a high level of visual attention during computer usage.
- J. May be required to lift up to 30 pounds at times.
- K. May also reach, kneel, carry, and grip objects intermittently during the course of work.

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs duties in a well-ventilated, well-lighted and temperature-controlled office environment. Noise level is moderate.
- B. While performing the duties of this job, the employee is minimally exposed to the risk of electrical shock.
- C. Required travel throughout the Eastern Iowa Service Area for Decategorization Board meetings and sponsored trainings.

EDUCATION, TRAINING, AND EXPERIENCE

- A. Requires a high school diploma or equivalent GED and one to two years related work experience.

SPECIAL PROJECTS COORDINATOR

B. Requires valid driver=s license.

EQUIPMENT AND TOOLS

General office equipment

Telephone

Personal computer

Printer

Copier

Calculator

Fax machine

Scanner