

QVIR JOB ANNOUNCEMENT!!!!

Job Description

POSITION TITLE: Family Services Coordinator
DAYTIME HOURS: 20 per week
SUPERVISOR: Education Dept. Director
COMPENSATION: \$9.00
APPLY BY DATE: May 4, 2012

SUMMARY OF RESPONSIBILITIES

The Family Service Coordinator will be required to perform a variety of duties involved in program implementation and coordination of programs/grants. Work collaboratively with Public and Private Agencies and families to deliver coordinated services via the Quartz Valley Indian Reservation. Responsible to search, compile, and maintain community based services to assist the QVIR team in providing resources to their assigned families. The Family Service Coordinator will receive direction from a higher level of supervisory and management staff.

DUTIES

- Transport children and adult clients on a scheduled basis
- Directly implement goals and objectives of grant budget and plans
- Assist in the coordination of grant implementation
- Assist with the implementation of set programs
- Meet and greet visitors in a professional, friendly, and open manner
- Ability to work independently and take direction
- Attend meetings and training as required/directed
- Must have effective skills in working with families from diverse backgrounds
- Must be a "Team" player and work well with other staff members and volunteers.
- Execute directed project work plan
- Assist in identifying resources needed.
- Effectively applies our methodology and enforces project standards.
- Participate in meetings, interactions, phone calls and emails with network partners when directed.
- Participate in community based meetings or neighborhood initiative meetings when directed.
- Implement service interventions that meet program goals and objectives, within the program budget.
- Serve as a consultant to staff, the public and provider community regarding program services and methods of operation as determined by program policy and procedure.
- Assist with Social Services programs
 - Transports
 - Applications
 - LIHEAP
 - Hardship
 - TANF
 - Burial
 - Cultural
- Document the statistics for programs projects and participants
- Perform other related duties as assigned.

QUALIFICATIONS

Ability to:

- Communicate orally and in writing.
- Learn basic principles and procedures of record keeping.
- Learn basic principles of development, implementation and administration of a program budget.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality of client information and records.
- Operate computer and software programs i.e. the Internet and Microsoft Office applications.
- Work independently in the absence of supervision.

TRAINING AND EXPERIENCE GUIDELINES

Working Conditions:

- Must be able to interact with various age groups
- Willingness and ability to work under fast paced and occasionally stressful conditions
- Travel from site to site
- May spend long periods of time on a computer and telephone.

License or Certificate:

- High School Diploma or GED
- Possession of an appropriate valid California Driver's license and be able to qualify for tribal vehicle insurance.
- Must provide fingerprints and must successfully pass background check
- Understands QVIR may do random drug testing.

Physical Activity:

- Requires sitting, standing, walking activities on a daily basis.
- Kneeling, stooping and climbing activities are preformed on a monthly basis.