HEALTHY FAMILIES CHARLES COUNTY PROGRAM COORDINATOR
JOB DESCRIPTION

Job Title: Program Coordinator HF
Department: Healthy Families
FLSA Status: Exempt
Location: Charles
Reports to: Executive Director
Date: May 21, 2014

Job Summary – The Program Coordinator of Healthy Families will be responsible for overseeing the goals and objectives of the Healthy Families program by working with children and families in the community. The Program Coordinator is also responsible for conforming to the Center for Children’s Policies and Procedures, with state and county guidelines, and with professional ethical standards and reinforcing these same standards for all Healthy Families staff.

Primary Responsibilities

1. Recruit, supervise, and evaluate program staff.
2. Provide direct supervision to the Supervisor and Family Assessment Worker.
3. Work closely with program staff to implement and maintain program performance standards in compliance with Healthy Families America and program funding sources.
4. Provide oversight of data entry for the purpose of program evaluation, reporting, and accreditation.
5. Manage grant activities including collection of data, preparation and dissemination of program reports as necessary to meet specified requirements.
6. Direct program development and expansion activities including identifying funding opportunities and grant proposal preparation.
7. Establish and promote community collaborative partnerships to identify and recruit members of the target population.
8. Maintain collaborative partnerships with Healthy Families America, Healthy Families Maryland, Human Services Partnership, Civista Medical Center, Department of Health (Healthy Start) and other community partners to promote best practice standards.
9. Support and maintain the Healthy Families Charles County Advisory Committee.
10. Develop public relations materials including brochures, pamphlets, posters, reports, success stories, and fact sheets.
11. Assure provision of training for all staff to ensure ongoing professional development.
12. Develop and carry out both formal and informal trainings following the Healthy Families America training guidelines.
13. Provide input and oversee program budget, operating costs, and other fiscal management tasks.
14. Represent Healthy Families Charles County with community partnerships, state leaders, and elected officials.
15. Address personnel issues within the confines of Center for Children’s Policies and Procedures.
16. Responsible for trainings, performance evaluations and disciplinary action for all employees supervised.
17. Ensures that employees complete timesheets bi-weekly.
18. Participate and attend agency functions. Responsible for ensuring company policies and procedures are enforced at all times by all supervisees.
19. Perform other duties as assigned by the Executive Director or as needed by the program.

Education and Skill Requirements

1. Master’s degree in Human Services related field.
2. Six years post Master’s experience working with children and families.
3. Three years supervisory experience.
4. Experience working with children and multi-problem families preferably in the field of child abuse or family violence.
5. Knowledge of child abuse dynamics, infant-child development, parent-child interaction, family systems, community resources and prevention, strategies, advocacy, and personnel issues.
6. Excellent oral and written communication skills.
7. Experience in case management, service planning, training and teaching.
8. Ability to provide leadership.
9. Experience managing grants or contracts; grant writing experience preferred.
10. Understanding of cultural diversity and competency.
11. Willingness and ability to handle emergency and crisis situations.
12. Valid driver’s license and an insured vehicle.

**Working Conditions**

Working conditions are normal for an office environment. Work may require 45 hour work weeks, weekend and or evening and occasional overnight travel. Travel to meeting, and clients is also required.