

Shelby County Fiscal Court

POSITION DESCRIPTION

POSITION TITLE:	Program Coordinator	DEPARTMENT:	County Judge- Executive
CLASSIFICATION:	Administrative	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$30,000-40,000	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	County Judge-Executive
POSITIONS SUPERVISED:	Staff and Volunteers

POSITION PURPOSE

To coordinate the delivery of services and treatment plans for youth on diversion (informal supervision) , probation supervision, after-care supervision or court ordered disposition.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assists in the implementation of Youth Services Program to youth involved in the juvenile justice system.
2. Assists in the implementation of Youth Services Program to at-risk youth.
3. Provides comprehensive evaluation and programming to meet the needs of youth.
4. Facilitates mentoring program for youth.
5. Plans and coordinates programs in compliance with state and local directives.
6. Provides education on program goals and objectives.
7. Creates individualized service plan for each youth participant
8. Makes weekly contact with youth in program and details monthly case notes on each participant.
9. Maintains records and reports on participants.
10. Assists with the coordination and facilitation of other program such as mentoring and restorative justice program components and projects..
11. Other related duties as requested.
12. Assists in community drug prevention, treatment and/or rehabilitation for adolescents, juvenile and early adulthood..

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- BA/BS in Social Work, Juvenile Justice or other closely related field of study
- Valid Kentucky Driver's License
- Completion of Class D Supervisory Training

EXPERIENCE REQUIRED:

- 3 to 5 Years of Social Work, Juvenile Justice, Drug Prevention or other closely related field

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of equipment, materials and supplies used in building and grounds maintenance.
2. Working knowledge of equipment and supplies used to do minor repairs.
3. Knowledge of the proper and safe techniques of building maintenance.
4. Ability to read and comprehend simple instructions, short correspondence and memos.
5. Ability to write simple correspondence.
6. Ability to effectively present information in one-on-one group situations to customers, clients and other employees of the organization.
7. Is consistently at work on time, ensures work responsibilities are covered when absent.
8. Follows instructions, responds to management direction, takes responsibility for own actions. Completes task on time or notifies appropriate person with an alternate plan.
9. Ability to maintain confidential information and exercises professional judgment.
10. Ability to deal with public, government officials and other agencies professionally.
11. Ability to react quickly and competently in an emergency situation.
12. Ability to get along with co-workers or peers without exhibiting behavioral extremes,
13. Perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others,
14. Respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT: Direct Deposit Participation
Motor Vehicle Check (MVR)
Pre-employment Background Check

WORKING CONDITIONS PHYSICAL EFFORT:

The Physical demands and work environment 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.

- ❖ Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to focus.
- ❖ The employee may be required to push, pull, lift and/or carry up to 80 pounds.
- ❖ The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.
- ❖ Work may routinely require the employee to climb, balance, bend stoop, kneel, crouch and/or crawl.
- ❖ The employee may be required to work in outside weather conditions, in wet and/or humid conditions, in high, precarious places, near moving mechanical parts, near fumes, airborne particles, and/or toxic or caustic chemicals or near risk of electrical shock and/or vibration.

OVERTIME REQUIREMENTS: Exempt

AVAILABILITY: Regular Shift may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.