



HUMAN SERVICES COORDINATOR - BILINGUAL

Position Summary

Identify, coordinate and mobilize human services agencies for the delivery of services to district students and families. Organize and coordinate family resources and agencies directed towards the educational support of district students and families. Provide information to disadvantaged students and families about human services they might be eligible for, to conduct initial eligibility intake, and to work with agencies for a comprehensive service delivery system. Perform office coordination responsibilities including monitoring expenditures, coordinating volunteers, and implementing fund raising events. Perform other related work as required.

Distinguishing Characteristics

Positions in this classification coordinate programs and the delivery of services with focus on human or social services. The client focus is on the needs of district students and the needs of their families. Positions in this classification serve in a liaison capacity between family needs and the numerous human and juvenile service agencies resulting in a comprehensive delivery system. It may informally review eligibility's for the various human services under guidelines set by these agencies; but actual eligibility is determined by the agencies.

Supervisory Relationship

1. Incumbents in positions classified as Human Services Coordinator receive general supervision and program direction by a District administrator which may include a building administrator depending on the location of the particular program.
2. Incumbents may exercise technical supervision over volunteers and other office staff.

Essential Functions

(These are examples only and should not be construed to be all inclusive or exclusive of work performed by positions in this classification.)

1. Network and collaborate with existing human and juvenile service organizations and programs.
2. Perform initial intake of student and family needs and assess eligibility for a wide range of community human and juvenile services.
3. Assist in the continued development of programs and program goals intended to inform and recruit disadvantaged families; and to mobilize and integrate the delivery of resources and assistance.
4. Coordinate and staff an advisory group of local community organizations and various committees and sub-committees. Staff and facilitate meetings.
5. Gather and assimilate data and information in the development of program plans and policies.
6. Coordinate, train, orient and provide technical supervision to volunteers and other office or program staff.
7. Maintain financial records and perform other clerical accounting and office work.

8. Staff, support and coordinate fund raising and grant writing efforts of the program.
9. Develop, format and distribute informational materials and maintain a program library of service providers.
10. Maintain regular and prompt attendance.
11. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of children, youth and family issues such as early childhood development, school drop out prevention, juvenile justice, child abuse, health, and/or teen pregnancy.
2. Knowledge of community planning and resources development strategies.
3. Sensitivity to diverse ethnic and cultural background of families and economically disadvantaged families.
4. Interpersonal communication skills in presenting ideas, collaborating on programs and service planning, and coordinating efforts of diverse interests.
5. Demonstrated ability to manage crisis situations. Ability to mobilize services to families.
6. Familiarity with Lane County community and educational resources; and ability to mobilize volunteers, non-profit organizations, and family service resources.
7. Clerical and personal computer skills. Knowledge of the principles and practices of office coordination and data maintenance.
8. Ability to communicate effectively, both orally and in writing in English and Spanish.
9. Ability to translate both written and verbal communication from English to Spanish and Spanish to English.
10. Ability to exercise sound independent judgment in achieving service objectives and work independently with minimum direct supervision.

Minimum Qualifications

1. Graduation from a senior high school or equivalent; and 4 years experience in a human or family services field.
2. Post-secondary course work in social or community services or any other satisfactory equivalent combination of experience and education may be substituted.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 11/
Approved by	Cydney Vandercar, Director, Human Resources
Last revised	September 27, 2016