

## COORDINATOR (HUMAN SERVICES)

GENERAL STATEMENT OF DUTIES: Performs responsible work in the administration, coordination and supervision of the various human services programs provided by the village; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision plans, organizes and implements service oriented community-wide programs in the fields of housing, recreation, employment, transportation and fundraising for the village. Supervision is exercised over a small number of professional, clerical and volunteer staff.

### EXAMPLES OF WORK: (Illustrative Only)

Develops program services based on assessment of community needs and resources;

Identifies grant funding sources, works with departments and consultants in the grant application process;

Works with Section 8 Rent Subsidy staff in referral of potential applicants, and the linkage to social services for qualified applicants;

Serves as Affirmative Action/EEO Officer for HUD Urban County contract, coordinates paper works with contractor, Village, County, and HUD Offices;

Acts as liaison with community organizations;

Coordinates special programs and fund raisers, i.e., Annual Ambulance Fund Committee Drive, Annual Thanksgiving and Christmas Basket Committee;

Acts as liaison with Building Department in apartment inspections and problems, with Police Department in crisis intervention cases;

Supervises work of professional and clerical staff, Senior Recreation Leader, Hispanic Outreach Worker, Job Center staff, Homeless Shelter staff;

Attends meetings and conferences related to delivery of social services sponsored by County, State and Federal agencies;

Develops and maintains resource file of social services available to residents of the community;

Prepares annual departmental budget for all programs within the jurisdiction of services unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and practices of public administration; thorough knowledge of the problems, needs, requirements and resources of the community; good administrative and office management skills; skills in interviewing and meeting the public; ability to plan, organize, implement and coordinate a wide range of programs designed to meet the needs and desires of the community; ability to speak and write effectively; imagination; initiative; perseverance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree and either (a) five years of experience in the field of social work, community organization, health, two years of which must have involved development and/or administration and supervisory experience; or (b) a Master's Degree in Public Administration or social work may be substituted for one year of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).