



HUMAN SERVICES COORDINATOR

326

Jamestown
1607

DEPARTMENT: Community Services/Recreation Services

NATURE OF WORK:

Enhances the delivery and effectiveness of human services programs through the coordination of grant solicitation efforts, recognition, performance and outcome measures, program sponsorship, specifically for youth programs, and increased ongoing community and business partnerships linked to youth programs within the Youth Service area.

Duties are performed under the general supervision of the Recreation and Youth Services (RAYS) Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists with grant-seeking efforts for outside funding opportunities, including identification of public and private grants and preparation of proposals for youth programs, substance abuse prevention programs, or family support programs. Prepares monthly and quarterly financial grant reports.

Assists in developing a program evaluation model. Conducts evaluations for all youth programs using the model developed.

Oversees Youth Services Performance and Outcome Measures; tracks measures and analyzes trends.

Assists with public information, i.e. display at County Fair, Celebration of Cultures, neighborhood community days, etc.

Represents the Recreation and Youth Services in interagency councils, committees and community agencies and groups, both public and private. Establishes cooperative programming with other agencies, departments and human service organizations. Works with community groups and leaders to develop program needs and promote volunteer group involvement in program implementation.

Oversees training and recruitment for Success and Mentoring (SAM) Program; manages volunteers; matches students with mentors; conducts meetings, and maintains ongoing statistical records.

Conducts research and analysis of need for programs and works with staff on program design, content and delivery. Conducts research, analyzes information, and prepares reports on special projects, as assigned.

Conducts training for youth providers and youth council participants. Facilitates youth team development activities, or serves as link between the Recreation and Youth Services and various community organizations.

Expands Computers for Kids Program to eligible youth identified through Recreation and Youth Services Division, WJCC Office of Minority Achievement, and other community organizations.

Collaborates with other agencies to help identify gaps in existing services and initiates programs to meet identified needs.

Facilitates the formation of partnerships among citizen groups, neighborhood associations, homeowner's associations, other County departments, nonprofit groups and private corporations to ensure neighborhoods receive the services they need.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND PHYSICAL REQUIREMENTS:

Duties are performed primarily in an office setting. Operates standard office equipment to include telephone, personal computer, calculator, and copy machine. Drives County vehicle. Requires some travel to meetings. May require work on evenings and weekends.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of program development and evaluation methods.

Thorough knowledge of human services delivery systems.

Thorough knowledge of available community resources in the County and surrounding areas.

Thorough knowledge of current social and economic trends and problems.

Skills in conducting effective meetings and facilitating group work.

Ability to compile and analyze data.

Ability to make sound recommendations on complex and politically sensitive issues.

Ability to plan and coordinate the development of new programs and to redesign programs to meet changing needs.

Ability to work effectively and collaboratively with staff, ancillary agencies, and the public.

Ability to communicate complex ideas, both orally, and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration or related field and considerable experience in human services program delivery, which shall have included program design, implementation, evaluation, and grant writing; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities listed above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess and maintain a valid Virginia Drivers License and have an acceptable driving record based upon James City County criteria.

Requires post-offer drug test.

Date: July 2006

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Human Services Coordinator Position Number 326
Department Community Services Division Recreation Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | Ladders | Stairways | Steps |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand									
Sit									
Walk									
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

