

**POSITION TITLE:** Program Coordinator

**SALARY LEVEL:** Dependent on experience

**FLSA STATUS:** Salary

**REPORTS TO:** Program Director

**HOURS:** 40 hours per week, primary hours to be determined. Availability for early morning, evening, grave and weekends required.

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### **SUMMARY**

The Program Coordinator (full time) will provide supervision to all program elements of the Vanessa Behan Crisis Nursery.

### **PRINCIPAL ACCOUNTABILITIES**

1. Provide direct support, supervision, and professional development to all program staff in collaboration and direct communication with Program Director.
2. Maintain open and timely lines of communication with Lead House Parent, House Parents, Family Support Specialists, other Admin staff, and the Program Director.
3. Coordinate with the Program Director in the supervision, training and development of all program staff.
4. Coordinate with Program Director to facilitate trainings.
5. Represents VBCN and appropriate programs in speaking engagements as necessary.
6. Serves as a community liaison representing VBCN through various meetings/committees appropriate to child abuse and neglect awareness, when necessary.
7. Provide on-call rotational responsibilities.
8. Complete scheduling of all program staff, including House Parents and Family Support Specialists.
9. Works directly with the Program Director to assess hiring needs and assists with the hiring process.
10. Ensure quality case management and appropriate service referrals for children and families utilizing VBCN services.
11. Along with Program Director design, implement, evaluate and facilitate Parent Support Programs.
12. Assure proper maintenance of family records by reading files for quality documentation, signatures and providing any further case management.
13. Provide crisis counseling as needed.
14. Able to use knowledge of child development and family systems in order to assess possible risk of neglect and abuse.
15. Other duties as deemed necessary and assigned by a Supervisor.

### **PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.



- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is generally performed in an office environment with a quiet to moderate noise level with occasional time being spent directly with childcare staff and children increasing noise level to moderate to high levels. Occasional travel is required. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must possess ability to train and supervise employees.
- Positive leadership attitude, role and example for staff to follow.
- Skilled in organizing, prioritizing and scheduling work assignments for self and subordinates.

**MINIMUM REQUIREMENTS**

- 5 years of successful full-time experience in a relevant field, Bachelor's degree in a social service or related field preferred.
- Ability to work effectively with many different personalities.
- Must possess strong supervisory skills and a thorough understanding of Washington State's child welfare/protection system, and Spokane community resources.