JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Site Support Coordinator | job title |
| work site | ***Central Office or as instructed*** |  | supervisor |
| effective date |  |  | ssn |
| flsa status | Exempt Non Exempt | Full Time Part Time | ft/pt |

|  |  |
| --- | --- |
| **GENERAL DESCRIPTION** |  |
| To fill necessary job duties as a result of vacancy, need, and assignment varying in degree from direct to indirect service. | |

|  |  |
| --- | --- |
| **EDUCATION/EXPERIENCE** |  |
| Preferred Bachelors or Master’s degree in Social Work or related field. Currently enrolled in bachelors or master’s program may be considered with relevant experience. | |

|  |  |
| --- | --- |
| **PHYSICAL/SPECIAL SKILLS** |  |
| Excellent oral and written communication skills. Well groomed professional appearance. Excellent interpersonal skills. Ability to function in a diverse job environment. Ability to plan, organize and implement social service programs. Must be of sound mental health. Ability to transport oneself to and from work site and for other identified work requirements; to lift 10lbs; to use personal computer; to work outside standard work hours as needed; to provide proof of current liability insurance coverage. | |

|  |  |
| --- | --- |
| **ESSENTIAL JOB DUTIES** |  |
| 1. Duties as Assigned  * Participate in agency project and activities, as the need arises, to assist CIS-HOT in carrying out the agency’s mission and goals * Work with other CIS-HOT employees/interns/volunteers/AmeriCorps Members as a part of a team to for the betterment of the agency as a whole * Perform administrative functions at the CIS central office as need arises due to potential vacancy  1. Supervise and/or provide services to the daily operations of a CIS school site as needed/assigned  * Provide onsite leadership and supervision to staff, interns and volunteers in case of vacancy of Site Coordinator * Conduct staff meetings on a regular basis to ensure dissemination of information * Model professional behavior in accordance with the Social Work Code of Ethics * Create curriculum and groups plans, implement # of services/groups as outlined in expectations review  1. Establish and maintain positive working relationships with school staff, central office staff, & partners  * Provide oral and written feedback as applicable * Collaborate with school staff regarding student services as necessary * Attend faculty and other school meetings regularly when filling Site Coordinator vacancy * Collaborate with outside agencies to meet clients’ needs * Keep key school staff informed about CIS activities and events * Communicate questions/needs to supervisor regarding assigned job duties and/or expectation review tasks  1. Maintain a working knowledge of CIS-HOT, grant contract, and district policies and procedures    * Read Campus Plans for assigned campus as applicable    * Read and understand any grant contract assigned to during placement    * Contact supervisor and/or HR regarding any policy/procedure concerns and/or questions | |

JOB DESCRIPTION

|  |  |
| --- | --- |
| **ESSENTIAL JOB DUTIES** |  |
| 1. Maintain complete and accurate documentation  * Complete all required forms and documentation * Enter data, in accordance with the state data system, in a timely manner * Perform internal monitoring to ensure completion and accuracy of documentation * Communicate with CIS-HOT central office regarding all documentation and data requirements * Submit required documentation and data on or before CIS-HOT and/or state/contract deadlines  1. Attends meetings, trainings and other required functions of CIS-HOT  * Maintain a current knowledge of activities and events with required attendance * Schedule campus activities to ensure attendance at CIS-HOT off campus meetings, trainings or other required functions * Communicate with other CIS-HOT campus staff regarding requirements * Inform supervisor, in advance, of any/all schedule conflict * Provide positive input and participation during event(s) | |

|  |  |
| --- | --- |
| **GENERAL REQUIREMENTS** |  |
| All employees will be expected to meet and will be evaluated on the following general performance requirements.   1. **Quantity of Work** – The quantity of work produced and the promptness with which it is completed 2. **Quality of Work** – The ability displayed and accuracy of work produced; meeting the organization’s standard 3. **Dependability** – Amount of supervision required, punctuality and attendance 4. **Teamwork** – Willingness/ cooperativeness with co-workers/supervisor, ability to accept/utilize constructive criticism 5. **Adherence to Policy** – The degree to which the organizational/district policies and procedures are followed 6. **Attitude** – The demeanor used in dealing with clients, co-workers, peers, school staff, supervisor and all/any other customers with which one interacts 7. **Initiative** – The degree to which an employee searches out new tasks, seeks answers to issues and expands abilities professionally | |

|  |  |
| --- | --- |
| **EMPLOYEE:** | |
| I have received a copy of my job description and the essential job functions have been explained to me. I have been given the opportunity to express any concerns and/or ask any questions. I understand that my performance evaluation will be based on the degree to which I am able to successfully perform the aforementioned duties. | |
|  |  |
| Employee Signature | Date |
|  | |
| **SUPERVISOR:** | |
| I have reviewed this job description with the aforementioned employee. He/She has had the opportunity to express any concern and/or ask any questions. A signed copy of this job description has been made available to him/her. | |
|  |  |
| Supervisor Signature | Date |

|  |  |
| --- | --- |
| **NOTE TO SUPERVISOR** |  |
| Make a copy of this document and distribute it to the employee. Place original document in HR tray for filing. | |