



# Cow Creek Government Office

## Position Description

**Position Title:** Programs Coordinator

**Department:** Social Services

**Reports To:** Social Services Director

**FLSA Designation:** non-exempt

### POSITION PURPOSE:

The Programs Coordinator provide general oversight, coordination and grant management of Child Care Program and Victim Services Advocacy for the Social Services Department and Tribal member Victim Services program. The Coordinator is responsible for general Social Services functions and programs and support and advocacy services for the Membership.

### ESSENTIAL FUNCTIONS:

- Provide support and program services to membership, answer referral line and direct all calls appropriately, including providing resource referrals to Tribal and community partner agencies/services if applicable.
- Manage grants, applying, reporting, data collection and maintain records for CCDF, VAWA, VOCA, and ODSVS as well as other internally funded programs.
- Work with community partners and attend meetings, task force committees and DV court.
- Evaluate client histories, arrange case consultations, and make recommendations regarding services.
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with CCDF, VAWA, ODSVS, VOCA guidelines and requirements.
- Maintain accurate documentation of internal programs and evaluate and enhance program requirements, policies and procedures and general provision of those services.
- Adhere to strict boundaries and professional ethics in the care of others.
- Conduct crisis intervention and attend legal and court related activities.
- Attend all required training/education related to duties and grant requirements.

### QUALIFICATIONS:

- Minimum of associate's degree in social service field (psychology, counseling, social work, etc.).
- Experience in a social service agency with working knowledge of case management systems and planning techniques;
- working knowledge of trauma-informed care
- Knowledge of victim services, domestic violence, assault, human trafficking, and interventions
- Knowledge of intake procedures.
- Legal Knowledge a plus.