

# JOB DESCRIPTION

JOB TITLE: Program Coordinator	SALARY GRADE: upon experience
DEPARTMENT: Programming	
FLSA: Yes	
UNUSUAL WORKING CONDITIONS: constant driving	
MANAGEMENT APPROVAL: Program Director	START DATE: TBD based on chapter

## A. PURPOSE OF JOB (State the main reason for the existence of the job.)

The program coordinator is responsible for working with school personnel to coordinate logistics of psych-social-educational group implementation at their specific campus. Will then build schedules to inform school, students, and parents of their group dates and times. The program coordinator will then implement Con Mi MADRE curriculum with their groups of students at each of their assigned campuses. Coordinator must implement CMM curriculum with fidelity and keep accurate documentation (e.g. progress notes, assessments). Every month the coordinator will report to program director number of groups held that month. At the beginning and end of every year during the groups, the coordinator will be responsible to pass out and collect surveys. As needed the coordinator, under the supervision of an LMSW, will be assigned to conduct individual counseling/mentoring to young girls who are struggling emotionally and/or mentally. The coordinator will be responsible for keeping accurate documentation such as assessments, treatment plans, and progress notes and will file them weekly.

## B. JOB DUTIES (List the job responsibilities in descending order of importance and estimate the percent of time spent for each.)

- Facilitates psychosocial-educational groups within 5-6 school campuses
- Provides individual counseling services to students
- Documents individual and group interactions
- The Program Coordinator will assist in recruiting students from target schools to join Con Mi MADRE every spring and fall semester. This will be done by conducting presentations to students and parents at the feeder schools of our targeted campuses. They will make sure that their assigned campuses are meeting the recruitment goal every year.
- Plans and Coordinates an event (conference or fair) to lead every academic year. The coordinator will be responsible for securing a venue, plan agenda and promote the event in addition to reaching out to community for donations.
- Attends social work professional development trainings and conferences

## C. MINIMUM QUALIFICATIONS (Indicate the education, experience, licensure, and training required to fulfill the essential duties of the job.)

- Bachelor's Degree in Social Work
- Bilingual Preferred
- Must have 1-2 years experience in group facilitation and individual counseling
- Experience providing social work/therapeutic services within a school setting
- Experience working and planning with school administrators and staff
- Experience with curriculum development and implementation

- Experience and extensive knowledge in working with Hispanic females in the 6th-12th grades
- Deep understanding of the cultural and developmental needs that are exclusive to Latina youth
- Experience with local community resources and other agencies affiliated within the local school districts
- The position requires a good driving record. Must possess a valid Driver's license with current car insurance
- Must pass pre-employment criminal background screen

**D. KNOWLEDGE/SKILLS** (Indicate the level of proficiency and complexity of knowledge/skills required to perform the job, e.g., technical skills, communication skills, professional knowledge, etc.)

- Bilingual Preferred
- Clear understanding of NASW Code of Ethics
- Strong clinical skills in counseling/assessment and treatment planning
- Excellent written and verbal interpersonal communications skills
- Public speaking skills
- Strong organizational and time management skills
- Ability to effectively work in a team environment
- Ability to effectively work independently and take initiative
- Professional demeanor
- Demonstrated analytical/assessment skills
- Proficient in Word, Excel, Powerpoint
- Proficient in Google Documents, Google Excel and Google Drive

**E. PHYSICAL REQUIREMENTS** (Indicate the physical attributes needed to perform the job, e.g. lift x amount of pounds, stand, kneel, sit -percentage of time, etc.)

- Must be able to remain stationary position 50% of the time
- Must be able to remain standing for 50% of the time
- Must be able to lift between 15 to 25 lbs of materials
- Constantly operates a computer and other office machinery (printer/scanners)

**F. SUPERVISORY RESPONSIBILITIES** (State the title and number of employees supervised.)

**G. JOB CONTACTS** (List the contacts in other departments or outside the company that are required as regular part of the job and for what purpose.)

- Community Organizations (*ex: Breakthrough Central Texas*)
- School Districts

If interested in applying for this position please send resume and cover letter to Priscella Maldonado-Moezzi at [priscella@conmimadre.org](mailto:priscella@conmimadre.org)