



<b>Job Title:</b>	Program Coordinator-Fort Worth
<b>Reports to:</b>	Program Director
<b>Salary Range:</b>	Commensurate upon experience
<b>FLSA Status:</b>	Exempt
<b>Job Location:</b>	Ft. Worth, Texas
<b>Work Week:</b>	Full-time; 40 hours, M-F, with some weekends/evenings as needed

## **SUMMARY**

This position serves as a program coordinator for Con Mi MADRE, a non-profit, community based outreach program serving Hispanic female adolescents and their mothers. Program coordinator will assist in planning, implementation, and coordination of in school, evening, and weekend enrichment programs for students and parents of Con Mi MADRE. Program Coordinator will be expected to adhere to the NASW Code of Ethics.

## **ESSENTIAL DUTIES**

- Plans and facilitates a large number of middle and high school psych-social-educational groups at various campuses; develops and monitors curriculum for groups; collects and maintains accurate data for evaluation.
- Plans and facilitates educational conferences and fairs for mothers and daughters.
- Provides family/individual counseling, assessment, emotional support, and/or crisis intervention services to approximately 5-8 clients during the school year.
- Maintains a professional relationship and frequent communication with school contact person, school staff, and school administration.

## **Group Facilitation Responsibilities**

Works 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.

## **Conference/Fair Responsibilities**

The Program Coordinator will be assigned an event (conference or fair) to lead every academic year. The coordinator will be responsible for scheduling venue, plan agenda, and promote the event. Coordinator will have the assistance of other staff members to implement the event.

## **Recruitment Responsibilities**

The Program Coordinator will assist in recruiting students from target schools to join Con Mi MADRE every spring 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.

## **Individual Counseling/Mentoring Responsibilities**

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.

## **WORKING CONDITIONS AND OTHER INFORMATION**

- This position requires reliable transportation as the Program Coordinator's time is spent regularly traveling to and from the schools.
- Reports any concerns to Program Director.
- Equipment: Frequent use of PC, copier, fax machine.
- Physical tasks: driving, sitting, standing, walking, public speaking, and reading. Must be able to lift 10-15lbs.
- Environmental demands: Indoor and outdoor activities.
- Other Working conditions: Working independently with sensitive and confidential information, team work when necessary, having direct contact with students and families, continuously working on overlapping projects.
- Special Working Conditions: Frequent weekend and evening work.

## **REQUIRED QUALIFICATIONS, COMPETENCIES AND SKILLS REQUIREMENTS**

- Bachelor's Degree in Social Work, work experience in group facilitation, and individual counseling.
- Fluent in English and Spanish
- Clear understanding of NASW Code of Ethics
- Strong clinical skills in counseling/assessment and treatment planning
- Excellent written and verbal interpersonal communications 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
- Class "C" Operator's Driver's License. Applicant selected must provide a current three year Driving Record from the current state of residence. If not currently a Texas resident, must obtain a Texas Driver's License within 30 days after entering Texas as a new resident.

**PREFERRED Qualifications:**

- Licensed in the state of Texas.
- 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 6<sup>th</sup>-12<sup>th</sup> 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

**HOW TO APPLY**

To apply for this position, email cover letter and resume to [Casi@conmimadre.org](mailto:Casi@conmimadre.org). You may also mail your information to Con Mi MADRE at 4175 Freidrich Lane, Suite 200 Austin, Texas 78744.