

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Social Services Coordinator

**Pay Table:** Support

**Pay Grade:** 13

**FLSA Status:**

**Job Code:** 852

**Reports to:** Director of Adult Education

### **JOB SUMMARY**

Under the direction of the Director of Adult Education, the Social Services Coordinator directs the social service and mental health components of the Davis Community Learning Center in South Davis County, supervising the personnel, assisting with the program responsibilities and ensuring that the program meets agency goals and requirements. Manages volunteers.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates and directs activities of community service agencies with local elementary schools.
- Resolves problems, evaluates performance, and ensures that service standards are maintained and that the component operates in compliance with regulations.
- Meets with elementary school principals to determine needs of individual schools and develops strategies to address those needs.
- Works with community leaders and service agencies to bring in resources.
- Ensures that Family Service Workers appropriately follow up on referrals and other responsibilities and maintain related records. Ensures that confidentiality of records is maintained.
- Collects data for grants. Prepares quarterly and year end reports.
- Supports United Way of Salt Lake initiatives. Attends meetings and trainings as required and provides data as requested.
- Assists Family Service Worker(s) with component responsibilities.
- Assists with home visits, assessing family strengths, needs, concerns, and goals.
- Assists with crisis interventions when needed.
- In absence of Family Service Worker, meets immediate needs of current clients such as providing and directing emergency assistance and crisis intervention resources.
- Schedules training for students, parents, and possibly for other district staff members as requested.
- Directs development and maintenance of community resource directory (updated annually).
- Ensures that current community resource information is provided to families.

- Serves on community agency boards and other community committees. Provides information, makes referrals, and acts as advocate for families in obtaining services.
- Identifies gaps in social services to families and works with other agencies to develop the needed services.
- Coordinates with other community agencies in the development of collaboration relating to services for at risk families.
- Attends staff training and meetings. Works cooperatively with Coordinator/Director of Davis Community Learning Center/Promise Clearfield and other program coordinators, ensuring the smooth operation of the program.
- Locates additional funding for program as needed including writing grants, fundraising, etc.
- Coordinates, organizes, and supervises Holiday Help for families.

### **MINIMUM REQUIREMENTS**

- Bachelor's Degree in Social Work or related field.
- One (1) to two (2) years of job related experience.
- Experience with economically disadvantaged families and single parent families helpful.
- Driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of human behavior and the developmental process and its various stages.
- Working knowledge of current community resources.
- Understanding of economically-disadvantaged and single-parent families and awareness of their individual needs.
- Ability to recommend appropriate intervention and emergency assistance to families in crisis.
- Ability to communicate effectively and to establish effective relationships.
- Ability to conduct meetings and teach adult groups.
- Knowledge of child abuse reporting procedures.
- Ability to supervise and train staff members.
- Knowledge of other community agencies and ability to work effectively with them.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*