Philander Smith College

**JOB TITLE:** IV-E COORDINATOR

**DEPARTMENT:** Social Work

**EMPLOYMENT TYPE:** Full Time

**APPLICATION:** Submit a cover letter, resume or CV, and official transcripts of all degrees earned. You may send unofficial copies but your official transcripts will be required upon hire.

**APPLICATION DEADLINE:** Open until filled.

**RESPONSIBILITIES:**

A. Programmatic

a. Complete monthly reports on or by the tenth of the month. Ensure that all Field Trainers and others on your staff complete reports and documentation by the 10th as well. If the 10th falls on a weekend, all entries on the SharePoint log must be entered before the weekend.

b. Coordinate activities with the Area Director, and meet monthly. The DCFS Professional Development Unit Manager should be invited to these meetings on at least a quarterly basis. The written report of these meetings must be uploaded to SharePoint monthly as well as sent to the Prime PI at UAF (Debra Hurd). Be sure that the report lists the date of the next scheduled meeting.

c. Coordinate regional team meetings with MidSOUTH and the Area Director. Ensure that Field Trainers attend, unless field responsibilities dictate otherwise. Regional team meetings must be documented on the Main Partnership Calendar on SharePoint. The partnership attendees should be included in the meeting information. Give a report of your partnership activities at the regional team meetings.

d. Coordinate Child Welfare Interdisciplinary Team Meetings on each university campus. A report from this meeting, including attendees, must be uploaded to SharePoint. The PDU manager has requested to be notified of these meeting times and dates, and may attend.

e. Host events, such as the quarterly partnership meetings, trainings, and other meetings, as needed. Ensure that Field Trainers attend partnership meetings and arrive in a timely manner.
f. Any faculty or staff attending a continuing education workshop, training, or conference must document their participation on SharePoint under Continuing Education. IV-E faculty, staff, stipend students, and Child Welfare Interdisciplinary members are eligible to attend CE events, provided there is budget to support their participation.

g. Notify the Partnership Principal Investigator (Debra Hurd) when the Coordinator will not attend statewide functions, and inform of proxy.

h. Debra is available to provide support, guidance, and advice. Keep her in the loop.

B. Supervision and Administration

a. Hire qualified personnel who have a strong background in child welfare and are employable by DHS. Seek input from the DCFS PDU Manager when hiring (only those who reach the final stage of the selection/hiring process).

b. Supervise field trainers. Evaluate field training activity by viewing field training documentation in SharePoint on a monthly basis, with the tools provided by Tommy Milford.

c. Manage personnel issues, which may be related to any area of IV-E activity (i.e. university, DCFS, inter-staff issues, etc.). This may include, but not be limited to, performing employee performance evaluations, trouble shooting performance issues, and providing general day-to-day supervision to ensure contract compliance.

d. Work with the Partnership Principal Investigator to mitigate any issues or concerns brought up by DCFS. These concerns are most frequently related to field training.

C. Reporting

a. Ensure that training provided by the Partnership is accurately recorded. All training information is recorded in Knowledge Net, NOT SharePoint. This includes mandated trainings such as “Trauma” and “Managing Difficult Encounters”.

b. Make sure all IV-E activities are recorded in SharePoint, so they can be captured in the monthly report. Make sure the documentation is professional, free of grammatical and spelling errors, and accurate.

c. Specifically, record meetings with the Area Director (monthly) and the Child Welfare Interdisciplinary Committee (quarterly). List all stipend and non-stipend interns (record on a monthly basis).

d. Tommy Milford is the Evaluator/Knowledge Manager and is charged with reporting of all IV-E activities. Any questions about reporting should be addressed to Tommy at tmilford@uark.edu.

D. Financial

a. Develop each year’s IV-E budget, and provide budget items broken down by performance deliverable. Work closely with the university research accounting office (if applicable) to ensure that the budget meets university requirements.

b. Work with your university to formulate cost sharing for each contract year (ASU, ATU, SAU, UAM, UAPB, and UAF).

c. The IV-E Coordinator provides oversight for all budgetary activity, and ensures that funds are appropriately spent and are allowable per federal regulations.

d. Ensures that the invoicing for each month is accurate. Ensures that expenses are broken down by performance deliverable and are correct. Typically, the IV-E Coordinator will work closely with the university accounting unit to develop the invoice. Invoices are sent to Carrie Byron at UAF by the 10th of the month.

E. Miscellaneous

a. In some cases, the Coordinator and Principal Investigator are the same (at UAM, ATU, PSC, and HU) and may need to monitor the budget, create the budget for each new fiscal year, develop cost sharing, and work closely with their research accounting unit.
**REQUIRED QUALIFICATIONS:** Knowledge of current child maltreatment/juvenile law is necessary. Knowledge of current DCFS policy and the responsibility to stay abreast of both is required. Continued knowledge development to reach this goal is required. As reflected in the contract, University Partners hire professional staff who are employable by DHS/DCFS and who have prior, applicable child welfare experience in order to provide FSW field training. New hires must be approved by both the University Partner Title IV-E search committee and the current DCFS Area Director.

**HOW TO APPLY:** Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a cover letter, CV or resume, and official transcripts of all degrees earned. You may send unofficial copies, but your official transcripts will be required when hired and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

**Philander Smith College**  
**Attn: Office of Human Resources**  
**900 Daisy Bates Drive**  
**Little Rock, AR 72202**

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