

## **URBAN LEAGUE OF BROWARD COUNTY**

### **Job Description**

Title: Program Coordinator  
Division/Team: Education and Community Justice/Healthy Youth Transitions (HYT)  
Supervisor: Division Manager  
Revision Date: September 2018

**Program Description:** The **HYT Program** is designed to empower, educate and provide opportunities and access for youth ages 12-17 to become productive and successful citizens within their communities. It serves as a resource to cultivate and inspire positive changes. By program design, it will connect youth to their communities, families and each other while developing their strengths and unlocking their potential by providing mentoring, counseling services, education and career exploration, employability skills, health and wellness instructions and community engagement.

### **Purpose of Position**

The **Program Coordinator** is primarily responsible for the effective implementation, management and evaluation of specific program areas by performing the following the duties outlined below. Also is responsible for managing at minimum three staff.

### **Essential Duties and Job Responsibilities**

#### People Management

- Hires, trains, and evaluates staff with Human Resources Department
- Provides management and leadership to direct reports and identifies opportunities for professional development.
- Establishes effective working relationships and lines of communication with program staff and management team.
- Completes annual and periodic performance reviews for each staff in a timely manner.
- Conduct bi-weekly (at minimum) individual supervision meetings.
- Regularly monitors staff programmatic performance and skill development to maximize staff effectiveness and productivity.
- Assesses and resolves, as appropriate, operational and personnel issues within written policies and procedures.
- Identifies team development opportunities that increase productivity and effectiveness.
- Conducts regular multidisciplinary team meetings.
- Review assessments and progress notes.

#### Program Management

- Provides oversight to the MHT who conducts individual therapy sessions for middle and high school with delinquency involved youth.
- Oversees the develop treatment plan for youth based on assessment.
- Supports the implementation of programs by orienting staff to program regulations and requirements, goals and objectives, operational and reporting procedures to facilitate adherence to contract parameters.

- Ensures timely and accurate submittal of designated reports and assignments related to the program and the Urban League's Program Department.
- Ensures contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- Assists in developing systems for collecting and evaluating data for policy and program development.
- Assists in developing intra and interagency partnerships and serves as an advocate/liaison to wide variety of groups, which support the mental health needs of the participants.
- Advises immediate supervisor of needs, trends and issues within area of responsibility and recommends activities to address them.
- Actively participates in Urban League of Broward County's special event committees and projects.
- Performs other related duties as assigned.

### **Job Specifications and Requirements**

- Master's Degree required in the field of Social Work, Mental Health, or Psychology.
- Licensed by Florida State Board, preferred.
- At least five years of job related experience and two years of experience in administration and staff supervision and/or equivalent combination of training and experience.
- A minimum of two years' experience managing contracts
- At minimum, 5 years of providing individual therapy sessions for middle and high school with delinquency involved youth.
- Ability to coordinate clinical services with a minimum 3 years experience.
- Detailed knowledge and experience in case management and documentation.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Outstanding organizational skills
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to work evenings and weekends as business needs warrant.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Knowledge and ability to work with financial information.

### **Other**

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

**Submit Cover Letter and Resume to:**

[hiring@ulbcfl.org](mailto:hiring@ulbcfl.org)

***The Urban League of Broward County is An Equal Opportunity Employer***