Supportive Services for Veteran Families (SSVF) is designed to serve homeless and low-income Veterans and their Families to provide supportive services that promote housing stability. SSVF program is a nationwide effort funded by the Veteran Administration to tackle homelessness within the Veteran community. Services offered to veterans and their families are: housing counseling for shelter assistance including rental properties; personal financial planning; transportation; and legal referrals. Additional supportive services will include, but are not limited to, employment preparation and income support services.

Purpose of Position
A Program Coordinator is ultimately responsible for the effective implementation, management and evaluation of specific program areas.

Essential Duties and Job Responsibilities
- Responsible for all administrative and management activities related to implementing programs.
- Hires, trains, and evaluates staff; establishes effective working relationships and lines of communication with program staff and management team.
- Completes annual performance goals and performance reviews, including introductory reviews in a timely fashion for all staff.
- Assesses and resolves operational and personnel issues within written policies and procedures.
- Maintains a working understanding and knowledge of all program contracts and operational policies and procedures.
- Maintains a working understanding and knowledge of all program related client management systems.
- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Monitors and evaluates the accuracy of the program paperwork and client files to ensure compliance with all relevant rules, regulations, and guidelines; conduct site visits of programs.
- Prepares with Finance staff for all external audits from funding sources.
- Ensures that all internal and external corrective actions are implemented and maintained.
- Implements and monitors budgets to ensure efficient use of resources; monitors financial utilization and output realization for each program contract.
- Provides coordination and acts as a liaison to a wide variety of groups including governmental agencies, community based organizations, contractors, educational institutions, and employers to further the goals of the Urban League.
- Informs the Supervisor on all matters of importance and concern regarding programs.
• Supervises and ensures the accuracy of a wide variety of reports in a timely fashion.
• Collates research and statistical data related to Urban League programs.
• Drafting grant proposals and program contracts utilizing collected research information and statistical data. Identifies funding to expand and enhance the League’s initiatives.
• Evaluates programs and suggests program changes and/or development.
• Maintains positive relationships with all funding source representatives; responds to inquiries timely and accurately; attend meetings of funding sources.
• Facilitates staff development through group and individualized activities.
• Prepares reports as requested to address inquiries from internal and external sources.
• Responsible for implementing a comprehensive performance management system that complies with Urban League policies and ensures 100% contract compliance and utilization.
• Actively participates in ULBC special event committees and projects.
• Performs other duties as assigned.

Job Specifications and Requirements
• Bachelor’s Degree required in the field of social work, counseling, public administration, or related human service field.
• At least three years of job related experience
• At minimum three years of experience in administration and staff supervision.
• At minimum, 2 years of direct service case management experience
• Ability to coach and train staff as well as identify skill gaps.
• Detailed knowledge and experience in case management and documentation.
• Willing to work some evenings and weekends
• Ability to express ideas clearly in both written and oral communications.
• Proficient in time management to fulfill all tasks in a timely manner
• Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
• Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
• Must be computer literate with familiarity utilizing client management systems
• Must have outstanding organizational skills
• Must have excellent presentation skills.
• Positive and team-oriented attitude
• Bilingual (English and Spanish or French or Creole) candidates preferred.

Other
• Must have a valid Florida driver’s license and reliable transportation.
• Must pass a Level 2 background and drug screening.

To Apply:
Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER