



## URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

### Position Description

**Title:** Program Coordinator (Supportive Isolation Program)  
**Classification:** Temporary: July – December 2020  
**Division/Team:** Service Integration and Supportive Isolation  
**Supervisor:** Director of Service Integration

The **Supportive Isolation Program** will provide family-centered case management and supportive services to individuals referred to the Urban League of Broward County from the Florida Department of Health in Broward County who test positive for COVID-19. The goal of the Supportive Isolation Program is to assist the individual and their family to achieve social and economic stability.

**Candidate must be experienced in case management and contract management.**

### 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

- ❖ Train and evaluate staff. Takes appropriate measures to maximize staff effectiveness and productivity.
- ❖ Support 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.
- ❖ Implement and manage special projects as assigned.
- ❖ Ensure contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- ❖ Develop systems for collecting and evaluating data for policy and program development.
- ❖ Serve as liaison to other community based agencies, governmental entities and institutions to further the goals of the Urban League via collaborations and partnerships.
- ❖ Research and advise the immediate supervisor of needs, trends, and issues within program areas and recommend activities and strategies to address them.
- ❖ Research and develop new problem solving opportunities for agency consideration to respond to needs. (i.e. organizational, program, community)
- ❖ Submit required programmatic paperwork, reports and assignments as requested in a timely fashion.
- ❖
- ❖ Facilitate staff development through group and individualized activities as related to analysis of specific program, understanding of program development and improved use of individual skills.
- ❖ Manage and coordinate day-to-day activities of the program and performs direct service as is necessary to meet contract performance.

- ❖ Perform other related duties as may be assigned.

### **Standards for Measuring Performance**

- ❖ Excellent written and oral communication skills.
- ❖ Outstanding organizational skills.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- ❖ Must be able to operate a personal computer using Microsoft Office or similar applications.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Ability to balance the needs and expectations of multiple constituents.
- ❖ Knowledge and ability to work with financial information.
- ❖ Positive and team-oriented attitude.

### **Education/Experience**

Bachelor's Degree in public administration, social work, education, healthcare or related human service area. At least two years of supervisory and program development experience in a social, education and/or community based organization. Result-oriented grant writing experience.

### **Other**

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

**Submit Cover Letter and Resume to:**

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

**THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**