

Program Coordinator

SANDUSKY COUNTY JUVENILE JUSTICE CENTER (SCJJC), JOB DESCRIPTION

Title: Program Coordinator

Status: Unclassified, full-time

Job Summary: This professional position reports to and is supervised by the SCJJC Programs Director. The employee will manage the day to day operations of the STEPS Day Treatment Program as well as provide insight into the programmatic needs of the detained residents of the facility.

Essential Functions:

- Oversees and maintains the coordination, leadership, development, and direction of STEPS programming.
- Researches and develops best practices for programming and activities for program participants.
- Collects all program data as dictated by grant and/or Administration requirements, under the supervision of SCJJC Administration and Programs Director.
- Is responsible for daily operations and activities, which includes assigning staff to duties, and supervising transportation to and from programming,
- Maintains the master electronic and paper files of all program participants.
- Assists youth with daily academic needs. This includes, but is not limited to: one-on-one assistance, communication with teachers/school personnel.
- Facilitates daily cognitive behavioral based groups to relay session specific information to the program participants.
- Coordinates and facilitates life skills activities related to health, well-being, education, career, financial health, and other adult responsibilities.
- Models appropriate behavior for program participants; provides encouragement for positive behavior and redirection for inappropriate behavior.
- Maintains case management using the SOAR method. Case management includes weekly goal setting as well as tracking behavioral needs and academic performance.
- Maintains oral and written communication with parents, court staff, school personnel, service providers, Program Coordinator and Programs Director regarding behavioral management.
- Facilitates intake process with parents and participants advising both parties of all program rules and expectations.
- Assist Administration in creation of procedures/protocols by informing Administration of issues that arise from the perspective of the Programs Staff.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

Preferred Knowledge and Skills:

- Behavior management of youth.
- Possess or obtain a valid Ohio driver's license within thirty (30) days of appointment.
- Knowledge of office practices and procedures, computer systems, software programs, and some knowledge regarding accounting and some budgeting practices.
- Must be able to follow directions, manage information, and maintain accurate records.

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- Must have the demonstrated ability to maintain confidentiality, safeguard information of a sensitive nature.
- Must be detail-oriented and maintain accurate records, including outcome data collection.
- Must have excellent written and oral communication skills.

Preferred Education and Experience:

- A Bachelor's degree in social work, criminal justice, sociology, psychology or other related field or a combination of education/work experience commensurate with a Bachelor's degree.
- Two or more years of government or public sector experience.

Equipment Use Required:

All office equipment, including, but not limited to, computers, keyboards, telephone system equipment, copiers, scanners, recorders, projectors, and facsimile machines.

Work Environment:

Work is performed generally in a climate controlled office setting. This employee may drive to meetings, seminars, or other County offices which may require outside exposure. Prolonged sitting is required, but is interrupted by standing and walking. There may be minimal bending, twisting, or lifting. No heavy lifting, hazardous, or physically demanding work. Must be able to type, record, communicate, and perform the essential functions of the position with or without reasonable accommodation.

Special notice: Reliable and consistent attendance is a requirement and essential function of all positions. All employees are expected to be punctual and dependable in order to meet the needs of this facility. Employee must be flexible in scheduling based on the needs of the SCJJC. A true willingness to do whatever it takes to get the job accomplished is imperative.

Sandusky County Juvenile Justice Center

Employee: _____

Approved by: _____

Date placed in employee's file: _____

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