

PCA JOB DESCRIPTION

JOB TITLE: Program Coordinator - PROMOTE Program

JOB ACCOUNTABILITY & OBJECTIVES:

This exempt position works under the supervision of the Clinical Director, supervises staff assigned to Division of Youth Services (DYS) Program; provides liaison to juvenile court and Policy & Planning Board; responsible for program development and implementation. This position maintains positive provider relations with community organizations and court and provides internal and external customer service consistent with PCA's goal of excellence and professionalism.

RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Responsible for implementation and daily operation of DYS Program.
- Responsible for contract supervision of DYS Program.
- Monitors reports associated with contract; assures data collection and compilation take place.
- Provides clinical supervision to DYS Program Staff.
- Provides liaison to juvenile court and court staff.
- Functions as on-site liaison for Lonoke County Policy & Planning Board for Youth.
- While Master's Level clinician licensed in the state of AR is preferred for this program, the coordinator may have a Bachelor's degree and 2 years' experience working with at-risk children, youth and families. If coordinator is a Bachelor's level, they must be certified as a Mental Health Paraprofessional and adhere to the following:
 - When providing any clinical service, works under the direct supervision of a Mental Health professional as an MHP service extender
 - Successfully completes prescribed and documented courses of initial and annual training sufficient to perform all tasks assigned by a mental health professional
 - Acknowledges in writing (by signing this job description) that all mental health paraprofessional services are controlled by client care plans and provided under the direct supervision of a mental health professional

NON-ESSENTIAL FUNCTIONS:

- Provides consultation and educational services.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of counseling theories and principles of behavior.
- Ability to make professional and administrative decisions.

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- Ability to establish and maintain effective working relationships with clients, staff and the public.

EDUCATION & EXPERIENCE:

- Bachelor's degree in psychology, counseling, social work, or related field. A Master's degree is preferred.
- Minimum of 2 years' experience working with at risk children, youth and families is required.
- Demonstrated community relationship building skills.
- Both clinical and supervisory experience.
- CPR & First Aid Certification

SPECIAL CONDITIONS:

- A criminal background check is required every five years
- Safe driving record, drug screening and TB test are required.
- Registry checks for adult maltreatment and child maltreatment are required every two years.
- CPR and First Aid Training, at hire or within agreed-upon time frame after hire.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee Signature Date

Supervisor Signature Date