

SERVICES COORDINATION SUPERVISOR

NATURE OF WORK

This is responsible managerial and administrative human service work directing, planning and coordinating various service systems that address the needs of children with disabilities and their families. Supervision is exercised over subordinate program staff. Supervision is received from the manager of the Health Promotion and Outreach Division.

EXAMPLES OF WORK PERFORMED

Establishes short and long term program goals; monitors progress toward program goals; integrates team goals into division/department quality assurance; assures compliance with Department policies and procedures; prepares and or supervises contract and grant applications for program funding.

Manages contract with Health and Human Services; prepares, monitors and oversees budget including monitoring ongoing expenditures and revenue; ensures monthly billings are submitted to the State of Nebraska.

Supervises and coordinates the Early Development Network Service Coordination Program; recruits, supervises and evaluates subordinate staff; promotes staff development in performance of duties.

Networks with community groups, leaders and parent advocates to identify community health needs and current program trends, and to address service gaps in child care and respite care.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of program development, management and evaluation within a larger organizational structure.

Thorough knowledge of the functions, programs and services provided by various community agencies as they pertain to young children with special needs and their families.

Considerable knowledge of the principles and methods of organizational development and management.

Considerable knowledge of local, state and federal laws and regulations pertaining to the management, organization and delivery of services to children with special health care needs and their families.

Considerable knowledge of educational and health systems regulations as they pertain to children with special health care needs.

Knowledge of financial management including budgeting, billing and collection, contracting, and grant management.

Ability to plan, assign, supervise and evaluate the work of professional, para-professional and clerical subordinates.

Ability to establish and maintain effective working relationships with government officials, community agencies, service providers, co-workers and the general public.

Ability to formulate and interpret technical and legislative policy with regard to governmental grants and contracts.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with graduate course work in human or behavioral sciences or related field plus considerable experience in an administrative or managerial capacity including supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in the human or behavioral sciences or related field plus experience in an administrative or managerial capacity including some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

8/08

PS3670