

## Job Description

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**Job Title:** Program Coordinator - Family Group Decision Making (FGDM)

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**FLSA Status:** Non-Exempt, Full-Time

**Division:** FGDM

**Reports to:** Director of Programs

**Prepared by:** Executive Director

**Date:** August 2018

**Approved by:** Executive Director

**Hourly rate:** \$18 - \$21

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### Summary:

The coordinator will be an experienced, skilled person with exceptional communication and interpersonal skills. The coordinator will perform the necessary groundwork and consultation, which is the most crucial factor in ensuring constructive **FGDM** proceedings. In addition, the coordinator will provide sufficient information to allow potential **FGDM** participants to determine if and how they will participate, and to make the necessary preparations so that they will be able to contribute to the deliberations in a constructive manner. In addition, the coordinator will support the Diversion program by providing case management services, home/school visiting, parenting education (individual and group).

### Essential Duties and Responsibilities:

- Co-facilitate the work of the County Implementation Team with the identified CYF Agency Liaison.
- Conduct outreach to obtain referrals from CYF and other Local agencies.
- Implement the referral process in accordance with the referral Policy.
- Develop and maintain a list of possible locations around Chester County available to hold meetings.
- Make all necessary arrangements for FGDM meetings (identify needed participants, secure location, arrange for food, travel needs, etc.)
- Must attend to all regular and non-regular business hours to issue invitations and communicate all relevant details about the conference to the identified family members and support persons.
- Facilitate and/or co-facilitate meetings as needed.
- Ensure that all relevant steps in setting up the conference, carrying it out, and following up actually occur.
- Follow the FGDM procedure with fidelity and ensure that the program remains consistent with the values, beliefs, and philosophy of the model.
- Facilitate an ongoing monthly support/training group for facilitators and certification process for facilitators.
- Maintain a pool of facilitators to provide appropriate matching opportunities for families and their needs.
- Evaluate facilitator effectiveness, with the support of the Director of Programs, and present quarterly reports to the CYF Agency Liaison.
- Evaluate meeting effectiveness and present information to CYF quarterly.
- Maintain a system of record keeping for files of all families referred for FGDM.
- Assist with ongoing training of new staff regarding FGDM in all categorical agencies and identified community organizations.
- Provide direct services to families from the Diversion program that are experiencing parents-child conflict or acting out behaviors.
- Support the Diversion program by completing required documentation regarding home visits, group meetings, screening summaries, closing summary report and other records required by the program, in a timely and comprehensive manner.
- Attend local and out-of-state trainings as required by the program or funding source.
- Protect the confidentiality of all information regarding current and past program participants as well as organizational operations.

**Additional Duties and Responsibilities:**

- Attends team events and organizational-wide staff meetings.
- Participates in educational and treatment team meetings or court hearings, as needed.
- Participates in organizational-wide training programs.
- Other duties may be assigned.

**Supervisory Responsibilities:**

- None

**Qualification Requirements:**

- Fully bilingual in both verbal and written Spanish and English
- Excellent verbal and written communication skills
- Proven ability to develop trusting, supportive relationships with families
- Highly developed organizational skills with proven history of successfully managing multiple priorities simultaneously; must be detail oriented
- Track record of working as a productive and cooperative member of a team and a displayed willingness to accept supervision and make personal performance improvements as appropriate
- Intermediate computer skills (e.g. keyboarding, Microsoft Office, Windows, Internet Explorer) including ability to enter and track participant data in required software
- Capability to work flexible hours (evenings and weekends) and to occasionally travel overnight to attend training programs
- No criminal or child abuse history as determined by criminal history and child abuse screenings including, but not limited to, FBI clearance

**Education and/or Experience:**

- Bachelor's degree in a relevant field and five years' of progressively responsible experience in a human services agency; OR
- A master degree in a relevant field and three years of progressively responsible experience in a human services agency; OR
- A combination of education and experience, with the experience being of a progressively responsible nature; AND
- Completion of the Family Group Conferencing Training including observing a FGDM Conference
- Experience with families involved in the child welfare system preferred
- Supervised experience working with parents of youth preferred

**Certificates, Licenses, Registrations:**

- Must be able to participate in all required trainings and technical assistance including the Accessing the Child and Adult Serving Systems trainings, Mandated Reporter Training, and System of Care trainings provided by the county.
- Must have and maintain: a valid driver's license; automobile insurance with liability coverage of \$100,000-\$300,000; and daily access to an automobile and a cell phone.

**Physical Demands/Work Conditions:**

- This position requires visual and auditory acuity and the physical ability to climb stairs, stand for long periods of time, walk distances, and lift or carry up to 10 pounds. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions such as heat, cold, dust, fumes, noise, and wetness.

*This job description does not necessarily list all the duties of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is not a contract for employment, and either you or the company may terminate your employment at any time, for any reason.*