**Position Title: TEAMS Program Coordinator**

**Reports To: TEAMS Supervisor**

**Starting Pay: $33,000**

# Position Summary:

Provide case management and support to youth. Position involves case management with families and youth, which includes client assessments and home visits. Position involves collaboration with the court system, law enforcement and probation officers. Primary responsibilities include but are not limited to the following:

**Primary Responsibilities**

* Render services to consumers and their families in a professional and courteous manner based on grant requirements.
* Conduct in person sessions to assess the needs and services of families.
* Provide accurate information/referrals to the consumer to strengthen family network.
* Provide comprehensive case management and maintain case files.
* Complete measurable goals to strengthen the family.
* Conduct phone calls, home visits, and school visits as directed by Family Plan or consumer or by the Court Order.
* Coordinate services among significant family members/others or agencies to carry out the family goals, with special communication with Probation Officer/Court when applicable.
* Carry out services in accordance to grant requirements and procedures developed with Juvenile Court when applicable.
* Provide on-call responsibilities as required by grant.
* Occasionally monitor and support Juvenile Group one evening weekly.
* Maintain effective communication with Juvenile Program Coordinator to ensure seamless delivery of services to youth and families.
* Participate in community meetings and serve on community boards with the approval of Executive Director.
* Maintains information/data required by grantor and agency.
* Assists in other program areas, when needed, to continue effective operation of the agency.

# Knowledge, Skills, and Abilities:

* Demonstrates advanced observation skills and uses observations of family dynamics to identify dysfunction and implement appropriate interventions.
* Demonstrates ability to work as part of a team and maturity in interpersonal staff relationships.
* Ability to follow all policies and procedures.
* To perform this job successfully, an individual must be patient and nurturing while working with families.

# Qualifications:

* Must possess a valid Alabama driver’s license.
* A minimum of a Bachelor’s Degree in Social Services or related field. Experience with working with individuals and families are a plus.

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# Essential Functions/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

* Ability to tolerate walking, standing, and sitting throughout the day.
* Reaching, bending, lifting, carrying, and must be able to lift minimum of 10- pounds to chin level without injury.
* Travel, local and out of state, including overnight stay, as necessary.
* Ability to meet the attendance requirements for the position.