

## Job Announcement

### Program Coordinator

Children's Connections Inc. is currently looking for a full-time Program Coordinator to join the fast pace of this established agency. Children's Connections Inc. offers paid holidays, paid time off, and health benefits are available in an environment that is supportive, fun and friendly! The Program Coordinators work closely with the agency directors. This job is important in the lives of many others.

**WORK ACTIVITIES:** Program Coordinators are assigned to specific programs to manage based on education, skills and experience. A Program Coordinator is needed to coordinate respite services for special needs children and assist with providing community engagement. Program possibilities include: crime victims services, parenting, baby and toddler materials, adoption, professional development training, respite services and nutrition.

- Communicate effectively with pregnant women, parents, other agencies and persons in crisis
- Recruit and manage respite providers and Family Specialists
- Participate in community coalitions
- Direct services via phone consultation to clients including:
  - Providing resources and referrals for community resources support as needed
  - Information and referral
  - Case management
  - Crisis intervention
- Complete program paperwork
- Provide respite care to military families with a child who has moderate to severe special needs and other children in home
- Oversee respite providers who provide all the direct care and supervision of the child/children in the family's home, attending to each child's physical needs, preparing meals, administering medication, feeding, dressing operating adaptive equipment as necessary (**direct care is not provided by the Program Coordinator**)
- Maintain data spreadsheets, hard copy and electronic files and print reports
- Maintain a professional office environment and organized workspace
- Answer telephone calls and emails, handling needs of callers as assigned and record and distribute messages in a timely, professional manner
- Occasional evenings and weekends
- Accept phone calls after hours on occasion
- Other duties as assigned

#### Pay:

- Depending on education and experience salary ranges from \$29,000-\$35,000

#### Job Qualifications:

- Bachelor's degree in a relevant field preferred and 2 to 5 years' work experience preferred
- Ability to communicate effectively in oral and written forms
- Must have previous office experience in busy office setting
- Have no convictions of felony or misdemeanor classified as an offense against the person or family, or public indecency, or a felony violation of a substance included in the Texas Controlled Substance Act
- Must have reliable transportation, with a good driving record and liability insurance
- Must have respect and understanding of people from different races, cultures, and backgrounds
- Must be flexible to accommodate a growing and changing company

- Must have ability to operate office equipment including computers, Internet, alarm, telephone system, copier, fax, shredder, etc.
- Must be competent and have previous skills in using Microsoft Word, PowerPoint, Publisher, Excel, and Adobe Creative Suites. Prefer experience with website creation and/or editing
- Must be able to successfully pass TB test, drug test, and background checks. Random drug testing is conducted.

Qualified candidates must not conduct work for themselves or other agencies that would be a conflict of interest with any CCI program and must be able to pass criminal and child abuse/neglect background checks. If qualified, send an email with attached cover letter and resume to [jobs@childrensconnections.org](mailto:jobs@childrensconnections.org). We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.