# SIERRA COUNTY CHILD ABUSE COUNCIL dba

High Sierras Family Resource Center

Job Description

Program Admin Support and Outreach Coordinator

TITLE: Program Admin Support and Outreach Coordinator

HOURS: 20 – 40 Hours per week

SUPERVISOR: Executive Director

**Summary:**

The Program Admin Support and Outreach Coordinator provides administrative back-up for the High Sierras Family Resource Center (FRC) programs and services. This includes basic bookkeeping and grant management responsibilities such as budgets, invoicing, payroll submission, financial reports, program data collection and reporting. Outreach for marketing, public relations and education requires website maintenance, material design and various distribution methods coordination which can include community events and activities. This position serves as the Sierra County Child Abuse Coordinator by developing agendas, scheduling meeting, preparing meeting packets for board of directors, taking minutes and reporting out as necessary. Outreach efforts include administering the Loyalton Food bank by placing food orders, coordinating site volunteers, enrolling beneficiaries, and on the ground logistics on food bank distribution days twice a month. Outreach efforts also include safety education and resource development for children’s life jackets, bike helmets and car seat installation. As with all positions at the FRC, everyone is cross trained to back up essential services provided by peers, assist with building maintenance and any other issues that can arise in a very small rural non-profit agency.

**Overall Goals:**

* Promote the vision, mission, and purpose of the agency in our efforts to support the health and well-being of children and families.
* Represent the SCCAC in all contacts with agencies, clients and community members.
* Comply with all federal, state, local, and grant/contract requirements.

**Responsibilities:**

Program Admin Support -

* Good communication skills - verbal, listening and written
* Maintain and convey sensitivity to each family’s personal and cultural needs without judgment or bias.
* Coordinate closely with Program specialist around program development, implementation, logistics and evaluations
* Provide grant/contract management
* Maintain current knowledge of contractual/grant and program rules, regulations, expectations and deliverables.
* Manage client/program data to analyze and format reports to meet program requirements.
* Maintain client confidentiality
* Basic Computer skills to create documents, collect data, compose documentation/letters/reports etc
* Provide basic bookkeeping functions such as payroll, accounts payable/receivables, financial reporting
* Participate in budget development
* Provide Food Bank administration - coordination with Northern Nevada Food Bank for food ordering and distribution.
* Program safety program administration for life jacket, helmet and car seat distribution in office and out in the community which could include home visits.
* Serve as CAPC Coordinator - schedule meetings, develop agenda with staff input, take meeting minutes. provide direction to CAPC board regarding roles, responsibilities and meeting etiquette.

Outreach Coordinator -

* Provide website maintenance.
* Development marketing and educational materials for a variety of target audiences using various media venues.
* Lead for community event marketing and logistics.
* Attend community based meetings and events, representing the interests of families participating with the Family Outreach Program.
* Attend trainings and informational sessions to increase specific awareness of families’ unique needs and goals.
* Assist in projects that promote community awareness of child abuse prevention including the development and distribution of educational material.
* Maintain good working relationships with partner resource agencies and community stakeholders. .
* Maintain client confidentiality
* Submit a monthly report of activities to the Board of Directors.
* Other functions can be variable in a small office where staff back each other up, divide tasks/office chores, and building maintenance.

**QUALIFICATIONS**

1. Be at least 18 years of age.

2. High School diploma or equivalent required.

3. At least 1 year of relevant work experience or higher education.

4. Have knowledge of basic accounting practices

5. Demonstrate basic computer competency

6. Demonstrate basic marketing skills and knowledge of adult learning strategies

5. Demonstrate a knowledge of and empathy for low-income and diverse population groups.

6. Demonstrate knowledge of effective communication and motivation skills.

7. Ability to work with a variety of people from diverse socioeconomic backgrounds and lifestyles.

8. Ability to work independently.

9. Must possess a valid driver’s license, insurance, and reliable vehicle.

10. Willingness to travel for statewide training.

| **I. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PHYSICAL REQUIREMENTS: Front Office/Emergency Services Coordinator*** | | | | | | | | | |
| Frequency: This factor includes the frequency to which the task appears while performing the overall job.  A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day) B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day) C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day) D=Frequently (On a weekly basis) | | | | | | | | | |
| ***ACTIVITY*** | | | ***FREQUENCY*** | | | | | | |
|  | | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | CLIMBING | Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms. |  |  | X |  |  |  |  |
| 2 | STOOPING | Bending body downward and forward by bending spine at waist. |  |  |  |  | X |  |  |
| 3 | KNEELING | Bending legs at knee to come to rest on a knee or knees. |  |  |  |  | X |  |  |
| 4 | CROUCH | Bending the body downward and forward by bending leg and spine. |  |  |  |  | X |  |  |
| 5 | CRAWLING | Moving about on hands and knees or hands and feet. |  |  |  | X |  |  |  |
| 6 | REACHING | Extending hand(s) and arm(s) in any direction. |  |  |  |  |  | X |  |
| 7 | STANDING | Standing for long periods of time. |  |  | X |  |  |  |  |
| 8 | WALKING | Moving about on foot. |  |  |  |  |  | X |  |
| 9 | SITTING | Sits for extended periods of time. |  |  |  |  |  |  | X |
| 10 | PUSHING | Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. |  |  |  |  | X |  |  |
| 11 | PULLING | Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |  |  |  |  | X |  |  |
| 12 | FINGER DEXTERITY | Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm. |  |  |  |  |  |  | X |
| 13 | GRASPING | Applying pressure to an object with the fingers and palm. |  |  |  |  |  |  | X |
| 14 | FEELING | Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin |  |  |  |  | X |  |  |
| 15 | TALKING | Expressing or exchanging ideas by means of the spoken word. |  |  |  |  |  |  | X |
| 16 | HEARING | Receive detailed information through oral communication. |  |  |  |  |  |  | X |
| 17 | BALANCING | Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium). |  |  | X |  |  |  |  |

| **II. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***VISUAL REQUIREMENTS: Front Office/Emergency Services Coordinator*** | | | | | | | | |
| Frequency: This factor includes the frequency to which the task appears while performing the overall job.  A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day) B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day) C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day)  D=Frequently (On a weekly basis) | | | | | | | | |
| ***ACTIVITY*** | | ***FREQUENCY*** | | | | | | |
|  | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | Work performed requires the ability to see distances under 12 inches. |  |  |  |  |  |  | X |
| 2 | Work performed requires the ability to see at an arm's length. |  |  |  |  |  |  | X |
| 3 | Work performed requires the ability to see distances over 20 feet. |  |  |  |  |  |  | X |
| 4 | Work performed requires the use of both eyes (field of vision). |  |  |  |  |  |  | X |
| 5 | Work performed requires the ability to distinguish basic colors. |  |  |  |  |  |  | X |
| 6 | Work performed requires the ability to distinguish shades of color. |  |  |  |  |  |  | X |
| 7 | Work performed requires depth perception. |  |  |  |  |  |  | X |

| ***OTHER FUNCTIONAL REQUIREMENTS:*** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ACTIVITY*** | | | ***FREQUENCY*** | | | | | | |
|  | | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | Operates truck, tractor motor vehicle, forklift or other moving equipment. | |  |  |  |  |  | X |  |
| 2 | Repetitive use of foot control | right only |  |  |  |  |  | X |  |
|  |  | left only |  |  |  |  | X |  |  |
|  |  | both |  |  |  |  | X |  |  |
| 3 | Repetitive use of hands. | right only |  |  |  |  |  | X |  |
|  |  | left only |  |  |  |  |  | X |  |
|  |  | both |  |  |  |  |  | X |  |

| **III. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***WORKING CONDITIONS: Front Office/Emergency Services Coordinator*** | | | | | | | | |
| Frequency: This factor includes the frequency to which the task appears while performing the overall job.  A=Rarely (Once or twice, or never performed) E=Daily (From 0-1 hours per day) B=Seldom (On a quarterly to yearly basis) F=Daily (From 1-4 hours per day) C=Occasionally (On a monthly/bi-monthly basis) G=Daily (From 4-8+ hours per day) D=Frequently (On a weekly basis) | | | | | | | | |
| ***ACTIVITY*** | | ***FREQUENCY*** | | | | | | |
|  | | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| 1 | Works outside in various types of weather. |  |  |  | X |  |  |  |
| 2 | Works inside. |  |  |  |  |  |  | X |
| 3 | Works in extreme cold, below 32 degrees F, for more than 1 hour. | X |  |  |  |  |  |  |
| 4 | Works in extreme heat, above 100 degrees F, for more than 1 hour. | X |  |  |  |  |  |  |
| 5 | Worker is subject to vibration (oscillating movements of the extremities or whole body). | X |  |  |  |  |  |  |
| 6 | Works in excessive humidity. | X |  |  |  |  |  |  |
| 7 | Works in a dry atmosphere. | X |  |  |  |  |  |  |
| 8 | Works in environment with constant noise (to cause worker to shout to be heard). | X |  |  |  |  |  |  |
| 9 | Exposed to dust. |  |  | X |  |  |  |  |
| 10 | Exposed to silica. |  |  | X |  |  |  |  |
| 11 | Exposed to fumes, smoke, or gasses (anesthetic gasses, ethylene oxide, etc.) | X |  |  |  |  |  |  |
| 12 | Exposed to grease and oils (air and/or skin exposure). | X |  |  |  |  |  |  |
| 13 | Exposed to electrical energy. |  |  |  | X |  |  |  |
| 14 | Exposed to pesticides. | X |  |  |  |  |  |  |
| 15 | Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure) |  |  |  | X |  |  |  |
| 16 | Works on slippery or uneven surfaces. |  | X |  |  |  |  |  |
| 17 | Works around machinery with moving parts or stationary equipment. | X |  |  |  |  |  |  |
| 18 | Works around moving objects or vehicles. |  | X |  |  |  |  |  |
| 19 | Works on ladders or scaffolding. |  |  | X |  |  |  |  |
| 20 | Works below ground. | X |  |  |  |  |  |  |
| 21 | Works with hands in water. |  |  |  |  | X |  |  |
| 22 | Works in confined spaces. |  |  | X |  |  |  |  |
| 23 | Other - Specify | X |  |  |  |  |  |  |

| **IV. ESSENTIAL FUNCTIONS (ADA)** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***PHYSICAL EXERTION: Front Office/Emergency Services Coordinator*** | | | | | | | | |
| ***ACTIVITY*** | | ***WEIGHT/HOURS PER DAY*** | | | | | | |
|  |  | **Up to 10 lbs.** | **11-25 lbs.** | **26-50 lbs.** | **51-75 lbs.** | **76-100 lbs.** | **Over 100 lbs.** | **hours per day** |
| 1 | LIFTING |  |  | X |  |  |  | 1 |
| 2 | CARRYING |  | X |  |  |  |  | 1 |
| 3 | PUSHING |  | X |  |  |  |  | 1 |
| 4 | PULLING |  | X |  |  |  |  | 1 |
| 5 | REACHING |  | X |  |  |  |  | 1 |
| 6 | OTHER  (Specify) |  | X |  |  |  |  | 1 |

I have read and understand the duties as outlined above, and agree to fulfill these duties.

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Signature Date

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Printed Name