NOTICE OF OPEN POSITION

DEPARTMENT: Madison County Youth Center

DAY/EVENING REPORTING

POSITION: PROGRAM SUPPORT COORDINATOR

STATUS: Full-Time

FLSA STATUS: Non-Exempt

JOB CATEGORY: PAT (Professional, Administrative, Technological)

JOB DESCRIPTION:
1. Establish and maintain case files in accordance with facility expectations and applicable contract requirements.
2. Maintain daily log, behavior logs, transportation log, meal log, appointment calendar, etc.
3. Maintain daily attendance and group tracking for monthly report and billing purposes.
4. Monitor compliance with outcome measures (current and post program graduation) as outlined in DCS Day Reporting Service Standards.
5. Maintain communication and coordinate activities/appointments/specialized programming with outside service providers (i.e. case workers, probation officers, school personnel, doctors, therapists, etc.).
6. Perform administrative assistant functions (i.e. answering the telephone, filing, typing, picking up and delivering mail, ordering supplies, etc.).
7. Assist in supervising and transporting youth as needed.
8. Attend and actively participate in staff meetings; prepare minutes.
9. Complete required documentation regarding emergency situations as they occur (i.e. resident/staff injuries, illness, acts of violence, abuse or neglect, etc.).
10. Complete facility maintenance and fire safety inspections.
11. Maintain professional development through attendance at staff meetings, seminars, and in-service trainings.
12. Perform other related duties as assigned or as needed.

JOB REQUIREMENTS:
Ability to effectively communicate orally and in writing, being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to work with others in a team environment, work on several tasks at the same time and prepare detailed reports and documentation. Working knowledge of standard office procedures and routines, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations. Knowledge of standard filing practices and procedures and ability to file, update, retrieve, protect and maintain confidentiality of department files and information. Ability to operate a variety of office machines, including computer, printer, copier, telephone system, and fax. Proficient in Excel.
Knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy. Ability to follow oral and written instructions and to complete assignments effectively amidst frequent distractions and interruptions. Ability to respond swiftly, rationally, and decisively to emergency situations despite the possibility of exposure to violent/irate individuals and situations involving potential physical harm to self and others. Working knowledge of the juvenile code, criminal justice system, and child welfare system preferred.
EDUCATIONAL REQUIREMENTS:
Associate degree in office management, business administration, word processing, records management, or related field preferred; however, individuals with a high school diploma or GED and/or prior work-related experience may be considered.

WORK SCHEDULE: Monday through Friday from 10am to 6pm.
Applicants must be flexible and willing to come in late and stay over when needed. Applicants must also be willing to work in other departments when the population warrants. If temporary transfer to another department is deemed necessary, the days and hours of work may change (including weekends, evenings, and overnights).

To ensure consideration, letters of interest or applications should be submitted to:
Madison County Youth Center ATTN: Amber Phillips, 3420 Mounds Road, Anderson, IN 46017 or aphillips@madisoncounty.in.gov by 4:00 p.m. Friday, January 17, 2020.

EXTERNAL APPLICANTS: Please submit Madison County Youth Center Application

Madison County Youth Center is an Equal Opportunity Employer
Madison County Youth Center participates in E-Verify