**POLK COUNTY DECATEGORIZATION**

**POSITION DESCRIPTION: Project & CPPC Coordinator**

“Decategorization” is an initiative established pursuant to Iowa Code Section 232.188 designed to redirect Department of Human Services (DHS) Child Welfare and Juvenile Justice/Juvenile Court Services (JCS) funding to services that are more preventive, family-centered, and community-based in order to reduce use of more restrictive approaches.

Polk Decategorization has an opening for a Project/CPPC Coordinator that will be effective on or before September 1, 2017.

 **NATURE OF WORK**

Plans/directs/manages activities of funded projects that address Child Welfare/Juvenile Justice issues; coordinates Polk Community Partnerships for the Protection of Children (CPPC) activities & convenes strategy team meetings; and assists Decat Coordinator in administration of Decat activities.

**EXAMPLES OF DUTIES**

Under limited supervision of the Polk County Decategorization Coordinator, the Project/CPPC Coordinator will perform the following types of activities:

1. **Community Partnerships**
	1. Coordinate activity between Community Partnerships for Protecting Children (CPPC) and the Decat Coordinator, including community outreach regarding building and connecting networks of community agencies and members to reduce child abuse, address trauma, build resiliencies, and reduce disparate outcomes for at-risk populations involved in DHS and other Polk Decat and CPPC initiatives.
	2. Build relationships with community partners to identify relevant resources & community-based programming, and to increase awareness of available supports
	3. Maintain Polk CPPC distribution list and meeting schedules; notify partners & general public of upcoming CPPC Meetings, events/initiatives, and opportunities.
	4. Identify, recruit, and support participation of community partners (i.e., neighborhood associations, faith-based groups, service organizations, etc.) in CPPC initiatives to promote teamwork & the 4 CPPC strategies.
	5. Obtain and disseminate information on community family-friendly events, local resources that assist families and youth, how to increase protective factors for children, and any other related information.
	6. Convene Polk CPPC Strategy Team Meetings, including preparation of agendas, documentation of attendance & discussion, and follow-up with minutes.
	7. Promote the development of CPPC Strategy Team participants, as well as the organizations they represent, within the mission & goals of Polk CPPC.
	8. Use the Annual Polk CPPC Plan & corresponding Levels Document to establish Polk CPPC Coordination goals, and to track & document progress and barriers.
	9. Implement initiatives as detailed in Polk CPPC Plan, including promotion & expansion of Community-Based Family Team Meetings for non-system involved youth & families.
	10. Attend CPPC Orientation, Immersion, Regional & Statewide meetings.
	11. Participate in, and complete, Family Team Meeting Facilitation training.
2. **Project Management**
	1. Develop project schedules, monitor progress and prepare status reports in order to ensure that projects are completed on schedule and in keeping with project goals and objectives.
	2. Convene committee meetings as needed.
	3. Responsible for leading and documenting project team meetings.
	4. Develop subcommittee/work group leadership and expertise as needed
	5. Assist Decat Coordinator with service procurement processes, such as recording of bids received, preparation of bid packages for evaluation, dissemination of evaluation packages, collection of evaluation results, recording of evaluation process and subsequent funding recommendations
	6. Implement and monitor project Memorandums of Understanding (Agreements) with provider agencies
3. **Small Contracts, Special Projects, and other duties**
	1. Provide day-to-day management of Polk Decat special projects and small contracts, including processing claims for reimbursement, documenting & tracking expenditures, and prompt communication with project partners and/or contractors in the case of inconsistencies.
	2. Report project progress on at least a monthly basis to Decategorization Coordinator and to advisory/steering committee on a quarterly basis.
	3. Develop relationships with project partners and leverage those relationships to make connections between resources within the community.
	4. Identify and recommend resource needs.
	5. Identify policies and procedures that interfere with implementation or service delivery.
	6. Pursue additional funding opportunities by submitting grant proposals or assisting project partners in submitting applications for funding.
	7. Process grant and project claims for payment.
	8. Monitor funded project expenditures and provide project expenditure reports to Decategorization Coordinator and appropriate committees
4. **Website Maintenance**
	1. Provide on-going updates to Decat website, including the Polk CPPC Resources Page, in conjunction with Decat Administrative Assistant
5. **Administrative**
	1. Complete and ensure the distribution of minutes, agenda, and reports to committees, funders, and project files for meetings under his/her purview.
	2. Assist Decategorization Coordinator to conduct feasibility studies, needs analysis and/or community assessments for project ideas that meet local needs.
	3. Coordinate and/or perform cost analysis and efficiency studies as required.
	4. Manage outside vendor contacts and activities.
	5. Prepare budgets, gather statistical and other supporting data and compile budget projections for CPPC, small contracts, and other assigned projects.
	6. Process claim vouchers for funding requests and other assigned projects.
6. **Other**
	1. Assist Decat Coordinator in day-to-day activities of the Polk County Decategorization Project.
	2. Maintain frequent contact with Decat Coordinator.
	3. Attend community meetings as needed.
	4. Provide periodic reports of activities to Decategorization Executive Committee (Board) or other Decategorization Committees as requested.
	5. Perform related duties as assigned.

**ABILITIES AND QUALIFICATIONS**

* Knowledge of the theories, principles and practices of project planning, development and management, including the ability to plan and coordinate special projects and prepare reports
* Ability to plan, organize, and prioritize work flow to accommodate multiple projects and/or tasks
* Ability to practice the skill of relationship-building with other persons or entities in order to discover where missions intersect
* Ability to establish and maintain effective working relationships with Decat team and independent contractors, department heads, Judges, law enforcement, school personnel, elected officials and representatives from other agencies
* Skill in facilitating meetings or learning exchanges which may frequently include participants with opposing perspectives
* Ability to keep multiple teams comprised of diverse, multigenerational community and agency participants on task toward goals
* Knowledge of the principles of public administration
* Have working knowledge of the Child Welfare/Juvenile Justice system
* Skill in professional verbal & written communication; including public speaking & presentation experience
* Ability to respond to multiple directions
* Ability to analyze problems and develop satisfactory solutions
* Experience with maintaining websites and other social media mass communication methods
* Knowledge and experience with personal computer including skills with Microsoft Office products, spreadsheets, and databases
* Knowledge of English: grammar, spelling, and punctuation; as well as business arithmetic: addition, subtraction, multiplication and division, including fractions and percentages. Fluency in languages in addition to English is a plus

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university plus two years of professional experience in human services, juvenile justice or related field, or equivalent combination of related education and experience. Computer skills (Microsoft Office Suite, including Word, Excel, and Outlook; and web updating) required. Experience in project management, collaborative efforts, and community organizing & outreach strongly preferred.

**POSITION BENEFITS AND POSTING**

The Polk Decat Project/CPPC Coordinator position is full-time. Additional position requirements include sitting, standing, walking, occasional lifting of up to 30 pounds, and travel throughout the Polk County service area for various meetings, networking opportunities, and trainings. The successful applicant will be expected to provide their own vehicle for transportation throughout the community. The salary range will be between $40,000.00 and $45,000.00 annually, depending on education and experience, and will include benefits. This position will report to the Polk County Decategorization Coordinator and the employer of record will be Polk County Health Services.

The opportunity to apply will be open through August 22, 2017. Applications received after this date will not be considered.

**Please email your resume, cover letter and references to:**

Teresa K.D. Burke, Polk County Decategorization Coordinator

Email: tburke@dhs.state.ia.us

Phone: (515) 725-2729

***Resumes MUST BE accompanied with a cover letter and references!***