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United Way of Northeast Florida

Position Description

# Position Title: Full Service Schools Site Coordinator

**Department: Community Impact/Full Service Schools**

**Reports to: Director of Full Service Schools**

**Reviewed: February 2022 FLSA Status: Exempt**

***Vision and Mission*:**

At United Way of Northeast Florida, we envision a community of opportunity where everyone has hope and can reach their full potential. Our mission is to solve our community’s toughest challenges by connecting people, resources and ideas**.**

Diversity, Equity and Inclusion is not only valued and demonstrated in our hiring practices, it is a fundamental part of our mission throughout our organization and the communities we serve.

## *Purpose of Position*:

To coordinate, promote, and manage the Full Service Schools (FSS) site facility. Overall objective of the FSS is to bring together community resources, neighbors and schools to serve the health and social service needs of at risk students and families in Duval County.

***Key Responsibilities and Essential Functions***:

* Implement the mission of FSS and the vision, goals and principles of United Way of Northeast Florida.
* Implement United Way of Northeast Florida’s strategic plan, policies, procedures and standards of operation for the effective and efficient working environment of FSS.
* Promote neighborhood leadership development and ownership of the FSS through the Oversight Committees, school personnel and the establishment of informal neighborhood networks.
* Develop an integrated/coordinated services network that is responsive to the neighborhoods, based on meeting outcomes established for children and their families and directly related to the accomplishment of the FSS mission.
* Balance the distribution of services being provided by agencies, both on site and off. Work with funding/provider agency personnel to establish a positive working relationship with the personnel assigned to the feeder schools or on site.
* Work closely with the principals of the feeder schools, or their designee, to ensure that the services being provided are not in conflict with school specific policies.
* Network with principals, teachers, parents and community members to ensure that the neighborhood Oversight Committee is fulfilling its responsibility based on the approved by-laws of the committee and are representing the mission of FSS in serving children and families in the community.
* Work closely with the Oversight Committee, ensuring that meetings are scheduled on a regular basis and notices are sent out in a timely manner.
* Ensure client records are maintained in a secure professional manner, assuring confidentiality of all clients.
* Perform other duties as assigned.
* Provide supervision, direction and training of all FSS Staff at the site. Ensure appropriate physical setting and adequate equipment, supplies, and equipment maintenance contracts for all FSS staff at the site.
* Responsible for the direct supervision of the United Way Administrative Assistant and indirect supervision of on-site non-United Way personnel assigned to the FSS site to ensure they are performing the assigned tasks and responsibilities. Work with supervisor of non-United Way staff in situations where personnel issues may arise.
* Work with the neighborhood Oversight Committee as a resource to identify assets available in the neighborhood to help contribute to the overall enhancement of the FSS program.
* Coordinate with the staff of school, community, and agency programs in an effort to ensure that FSS programs are offered without duplication and also work through the barriers of implementation.
* Review referrals and determine appropriateness of referral.
* Review funding requests from neighborhood grant applicants; ensure neighborhood input in determining the need for the programs and developing accurate measurable outcomes. Provide guidance on application process as deemed appropriate by coordinator.
* Manage the FSS site budget (supply dollars and neighborhood grant dollars) to ensure maximum effective use of allocated funding.
* Implement and manage procedures to maintain licenses, permits, certifications and accreditations as appropriate.
* Coordinate monthly meetings with personnel from all agencies providing services as part of the FSS. Prepare monthly reports for the Oversight Committee and FSS Director.
* Assist in the design of systems for the collection and analysis of data to demonstrate the measurable outcomes associated with the FSS programs.
* Gather data for tracking client outcomes and the services provided to those clients. Complete all reporting requirements assigned by the FSS Director to process measurable outcomes of FSS programs.
* Develop an effective system for the delivery of services and monitor FSS operations to maintain quality standards.
* Work with Oversight Committee to regularly monitor and evaluate neighborhood grant programs in terms of clearly defined objectives and measurable outcomes based on the FSS mission.
* Ensure distribution and collection of neighborhood assessment surveys to obtain information on the needs of the community as they relate to FSS.

***Experience/Position Requirements*:**

* Bachelor’s degree in an educational, health, or human service area preferred.

Five years of experience in similar areas, two years of which involved management or coordination, can be used as substitution.

* Be able to perform work responsibilities with limited supervision.
* Have the ability to make excellent presentations to community groups and other appropriate audiences.
* Have excellent organizational, interpersonal and communication skills.
* Have the ability to prioritize work, handle multiple tasks and follow-up to ensure responsibilities are fulfilled.
* Have a working knowledge of computers and experience using Microsoft applications.
* Must be able to clear and maintain a Level II Background Screening, have daily access to a vehicle, maintain a valid driver’s license, and provide proof of the vehicle’s insurance coverage.

***Professional Core Competencies Required***:

* Mission Focused: Creates real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
* Relationship Oriented: Places people before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator (Includes teamwork and communication): Understands the roles and contributions of all sectors of the community and can mobilize resources (financial & human) through meaningful engagement. Strong supporter of a team environment.
* Results Driven: Dedicates efforts to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
* Brand Steward: Understands role in growing and protecting the reputation and results of the greater network.

***General Physical Requirements for Essential Functions of the Job:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, talk, and/or hear. Continual use of the hands with wrist and finger movement using a keyboard is required*.* Specific vision abilities required by this job include long hours viewing a computer monitor screen. The employee may occasionally travel using personal vehicle and/or work outside normal office environment.

*This description is not designed to contain a comprehensive inventory of all responsibilities and qualifications required of all team members assigned to this position. It is intended only to describe the key elements relative to each section. Also, duties and/or requirements of this position may be modified, added or deleted at any time. This supersedes all descriptions previously written for the same position. Unique equivalent skills and experience may possibly substitute for required position requirements.*

*United Way of Northeast Florida is an Equal Opportunity Employer and a Drug Free Work Environment.*