

KIPDA
POSITION DESCRIPTION

Class Title: Special Projects Coordinator (SPC)

Division: Social Services

Supervisor: Director of Social Services

Supervises: None

Class Characteristics: Under general administrative direction, the SPC is responsible for the overall management and day to day operational aspects for the KIPDA Division of Social Services special projects and initiatives within project budgets; including grants and pilot projects as assigned by the Division Director. Responsibilities may include supervision of staff directly involved in the programs as determined by the Division Director; and, ensures program compliance; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Organize, coordinate, and facilitate all required grant and/or special project activities.
2. Monitor the contractual and or Memorandum of Understanding/Agreement activities of the community partners, academic partners and others involved in the work of the special projects.
3. Plan and facilitate bi-weekly meetings with the necessary community partners, KIPDA staff (i.e. peer mentors), and other entities to coordinate community efforts in region.
4. Serve on the various coalitions, councils, task groups, work forces throughout the region; and assist with expansion and management councils and coalitions in rural counties in the KIPDA region.
5. Oversee the management of the Division's special projects, pilot projects, and other special initiatives created to serve older adults with chronic health conditions, persons with disabilities and other special needs.
6. Oversee the implementation of the existing and future contracts and grants addressing healthcare and social determinants of health and other special needs for older adults and persons with disabilities in the KIPDA region.
7. Will manage and implement the State Health Insurance Program (SHIP) in accordance with the ACL, DAIL, and KIPDA rules, regulations, policies and procedures.
8. Provide support to the volunteer work of the agency including recruitment and engagement of potential volunteers to work in various capacities, with the various programs and services; including SHIP. This position will provide professional staff support to SHIP and other volunteers, ensuring

that persons receiving services from the KIPDA programs receive sound and quality services.

9. Assure appropriate and allowable expenditure of project and special grant budgets.
10. Work with KIPDA staff, community partners, Coalitions, University of Louisville and other entities to effectively plan, implement and evaluate community-based interventions related to healthcare, and social determinants of health.
11. Serve as the main contact person for regional coalitions on behalf of KIPDA and maintain regular communication to coalition members via MailChimp listserv and direct mail as appropriate.
12. Work with ADRC staff in managing the KIPDA DSS' Facebook page, Twitter account, and other social media mechanism to market and promote KIPDA programs and services; maintain and update as necessary.
13. Responsible for all project documentation, keeping documentation organized and prepared for dissemination to coalition members, community partners, and to funders.
14. Performs other duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Master's Degree in social work, nursing or related field supplemented by five years' experience with program management, community organizing and advocacy, including supervisory experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of social services, with an emphasis on community services.
2. Thorough knowledge of policies relating to community health issues.
3. Thorough knowledge of management techniques.
4. Thorough knowledge of quality assurance practices and systems.

Skills:

1. Skill in critical and clinical review of case records.
2. Skill in use of computers and applicable applications
3. Skill in the preparation of detailed reports and plans.
4. Skill in strong interpersonal skills.
5. Skill in staff management.
6. Skill in organizational operations.

Abilities:

1. Ability to formulate comprehensive policies and procedures and to communicate them clearly and concisely, both oral and written.
2. Ability to plan and supervise the work of subordinate professional staff.
3. Ability to handle stressful situations and staff members in stressful situations effectively.
4. Ability to be flexible in an ever-changing work environment.

ADDITIONAL REQUIREMENTS

Instructions: Somewhat general; many aspects of work are covered specifically but must also use own judgment.

Processes: Frequently requires refining existing work methods and developing new techniques, concepts, and/or programs within established limits or policies.

Review of Work: Supervisor spot checks completed work.

Analytical Requirements: Duties are of a complex nature, requiring judgment for which knowledge of many factors, where application of advanced or technical concepts, are required.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.); must operate vehicle as a job requirement.

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate-controlled environment with intermittent standing, stooping and walking; operating a vehicle is a requirement of the job, work is performed in a noisy environment. Travel is required using personal vehicle.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid drivers' license.

Availability: N/A

Certification Requirements: Per state requirements.

Additional Requirements: None.

Overtime Provision: Exempt.

Salary Range: \$40,000-\$45,000