



Temporary Site Coordinator

Summary: The Temporary Site Coordinator will provide direct services to students as well as coordinate services by other providers.

Education: Minimum of a LMSW or PLPC as determined by the President.

DOL Status: Exempt

EEO Category: 2. Professional

Reporting Structure: This position is supervised by Director of Student Services and may supervise other staff such as AmeriCorps members, repositioned staff, interns and/or volunteers.

Essential Functions:

- Manage program at CIS site(s)
- Collaborates with teachers and campus administration, to develop an individual service plan (ISP) for a minimum of 60 students or 10% whichever is greater
- Ensures services are recorded in CISDM by the 5th day of the following month they were provided
- Provides referrals and follow-up
- Prepares and submits reports as needed
- Provides service to students without an ISP on an as needed basis (such as crisis, or basic needs distribution)
- Complies with the CIS Total Quality Standards
- Participates in the CIS team approach to service delivery and problem solving
- Provides other activities and duties as directed by supervisor
- Maintains professional relationships with schools, agencies and organizations
- Supports the transfer of supplies and materials at office or school level

Specific Job Competencies:

- Demonstrates agency core competencies
- Clinical Skills
 - Assess client needs and strengths with accuracy
 - Plan, implement and evaluate effective interventions and service plans
 - Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
 - Maintain professional boundaries and awareness of personal values

- Seek out professional consultation and supervision
- Document clinical services in accordance with CIS and professional standards
- Communication
 - Understand the purpose of communication and use appropriate method of communication for the situation
 - Use clear and specific language utilizing “I” statements
 - Display active listening skills
 - Respond to phone and email messages in a timely manner
 - Use discretion when sharing information
 - Establish a system for information sharing and follow-up
- Organizational Skills
 - Ability to organize work flow to meet goals
 - Attention to detail
 - Strong recordkeeping and documentation skills
- Computer Skills
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job skills
 - Compile notes and other written information to share with co-workers and new staff to solve reoccurring computer issues and questions
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.
- Supervisory Skills
 - Provide direction and structure to support supervisees’ work
 - Model excellence in core competencies and professional behavior
 - Maintain balance of work tasks and supervisee support
 - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
 - Provide clear and consistent expectations and communication
- Teaching and Training
 - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
 - Employ a wide variety of creative and diverse techniques suitable for audience to support learning goals
 - Incorporate a process of feedback to evaluate effectiveness
 - Create clear objectives and expectations

Other Qualifications:

- Experience in working with school-age children
- Ability to work with diverse cultural backgrounds
- Flexibility, resourcefulness, enthusiasm and high energy.
- Must have a valid Louisiana driver’s license and automobile insurance.
- Criminal background check required.

I understand and agree to this job description. _____ Date _____
 (Signature)

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