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 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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