

GEAUGA FAMILY FIRST COUNCIL COORDINATOR/PROGRAM ADMINISTRATOR

Employer: Geauga County Job and Family Services

Location: 12480 Ravenwood Drive; Chardon, OH 44024

Job title: GEAUGA FAMILY FIRST COUNCIL COORDINATOR/PROGRAM ADMINISTRATOR

Position type: Full time, classified civil service

Compensation: \$25.38-27.41 hourly based on qualifications and experience

Hours of work: 8:00 a.m.–4:30 p.m. and evening/weekend hours as required

Summary: Geauga County Job and Family Services is seeking a dynamic team player to join our Administrative team. The primary purpose of the Geauga Family First Council Coordinator is to coordinate a collaborative of local agencies and family representatives who work together to support and strengthen Geauga County families through a continuum of prevention and treatment programs developed and funded by Geauga Family First Council. The position oversees the funds pooled to support Council programs, monitors the evaluation of these programs, and serves as the liaison for the state vis-à-vis Council activities. The Council Coordinator also serves as the contract manager for Help Me Grow's (HMG) Early Intervention (E.I.) Program. In this capacity the Coordinator is responsible for all state grant applications, quarterly reports, and contracts, and in addition serves as Geauga's liaison to Ohio's Department of Developmental Disabilities (DODD) for the provision of the HMG program in Geauga County. Strict adherence to deadlines and budget requirements is a must along with professional communication and writing skills. The successful candidate is resourceful, comfortable in crisis intervention, and able to quickly engage and build rapport with others.

Requirements:

- › Bachelor's degree or higher in Social Work, Psychology, Sociology, or a closely related field
- › 5-year (s) experience in program administration
- › 2-year (s) supervisor experience
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks
- › Prefer Master's degree involving administration and community planning and two years experience working with public systems (Mental Health, Job & Family Services, Juvenile Court, Children's Services, Health District, DODD)

Benefits:

- › Motivated and productive work culture
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage (or waiver option) available

How to apply: Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: FF/Program Administrator position
P.O. Box 309
Chardon, OH 44024