

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Community Resource Program Coordinator**

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**Exempt (Y/N):** No

**DEPARTMENT:** Juvenile Court

**DATE PREPARED:** October 2011 **SUPERVISOR:** Circuit Court Judge/Director of Juvenile Court Services

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**SUMMARY:**

The incumbent is responsible for the discovery and implementation of programs & resources families with communication and substance abuse issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Develop and implement prevention programs.
2. Maintain accurate attendance of court programs and report to court.
3. Meet with client and families to provide information about the programs.
4. Attend all program meetings and events as scheduled.
5. Manage in-house recycling program.
6. Work with local community agencies to promote programs to help children and families.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

The incumbent should possess a Bachelor's Degree in a related field or equivalent combination of education and experience. The incumbent must complete 12 hours of training annually to maintain the certification. The individual should have experience working with teenagers, judgment skills when handling complaints, and communication skills when meeting the public. The individual cannot have a criminal record. This position requires a high level of problem solving and listening skills.

**OTHER SKILLS and ABILITIES:**

Position requires strong interpersonal skills, excellent written and oral communication skills with a variety of audiences, ability to produce creative solutions, excellent presentation skills, knowledge of learning principles and program design, ability to organize written and graphic source materials into easily understandable and readable formats, experience in the design, development, and management of outreach programs, ability to work independently on numerous projects, and strong organizational skills.

**PHYSICAL DEMANDS:**

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 position, the employee is regularly required to sit, stand and walk; use hands and fingers to handle, or feel objects; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 position the incumbent is exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.