

Morgan County Interagency Oversight Group (IOG) Coordinator and Family and Community Team Conference (FACT) Facilitator

Job Duties

1. Develop and implement, with direction and consensus from IOG, short and long-term program strategies.
2. Prepare all reports requested by the State Department of Human Services.
3. Establish and maintain effective working relationships with the IOG members and community representatives.
4. Prepare MOU yearly for state approval.
5. Develop RFPs and contracts for services.
6. Research programs and innovative and evidence-based practices to assist the IOG in program and service development.
7. Assist in data collection and management that permits quarterly tracking of IOG established outcomes.
8. Develop budget management and reporting system for the IOG.
9. Attend SRT team and/or IOG meetings when requested.
10. Assess all referrals received from IOG agencies to determine and define the purpose of the conferences, obtain releases of information, contact all parties who plan to participate in the conference process and schedule the conference.
11. Function in an impartial manner, setting conference parameters to allow all family and community members opportunity to plan solutions and address pertinent issues.
12. Prepare written reports and submit to appropriate parties.
13. Track all referrals, conferences scheduled and commenced and all plans that are formulated as outcomes from the conferences.
14. Other duties as assigned

Qualifications

Experience in program development, data and budget analysis and grant writing. Good verbal and written communication skills. Self starter. Organized and capable of working individually or collaboratively with a diverse group of professionals and local community members. Demonstrated skills in working with and understanding the needs of a rural community. Knowledge of day reporting and wrap around programs desirable.

Education: Master's degree plus 2 years experience (program administration or a human services related field) or Bachelor's degree with 5 years experience (program administration or a human services related field).