

Florida Network of Youth & Family Services Job Posting

Project Coordinator

Reports to: Chief Operating Officer

Salary Range: Salary will be commensurate with the applicant's demonstrated education and experience and is anticipated to be between \$50,000 and \$60,000.

Job Objective

To support Florida Network programs by providing policy guidance and instructional support to improve service delivery, contract compliance through training and technical assistance.

Essential Functions:

- Assess the needs of local programs and member agencies regarding training, technical assistance, and advocacy support.
- Facilitate and participate in the development and implementation of an action plan to address identified needs.
- Coordinate and supervise Network trainings and events as assigned.
- Contribute information and data to support Network goals.
- Develop and refine curricula for site-based and web-based training.
- Provide on-site, cluster, and virtual trainings as assigned.
- Provide timely and accurate reports as assigned.
- Support Subject Matter Experts in the planning and delivery of training events.
- Participate in routine assessment and planning to further agency mission.
- Manage the distribution of project outcomes, products, and information to member agencies.
- Participate as a Peer Reviewer in Quality Improvement Review process.
- Facilitate the completion of Corrective Action Plans for program performance.
- Serves as the system administrator to the Network's Learning Management System.
- Research and implement best practices for programs surrounding adolescent domestic battery.
- Coordinates and tracks Network trainer activities, coordinating activities with the Department of Juvenile Justice (DJJ).
- Serves as support and back-up to the Quality Improvement and Compliance Manager as liaison to the DJJ and Network agencies, tracking critical incidents in programs, coordinating requests for information, and tracking access and training for the Juvenile Justice Information System.

Requirements:

- Create and maintain coalitions of support for specific project goals and objectives.
- Build and sustain professional relationships that are efficient, mutually respectful, and supportive of Florida Network values and stated project goals.
- Participate in state, regional, and national associations as assigned
- Support member agencies and FL Network funded programs by assessing agency training and technical assistance needs and developing training provision strategies.
- Conduct conference learning events.
- Facilitate and advocate to all member agencies, and communities at large, the best practice standards for human service delivery as established by the FL Network, DJJ, communities, board, and staff.
- Orient all projects to support trauma-informed, strength-based programming.
- Contribute to all FL Network events and activities as necessary.
- Identify and support innovative program initiatives and best practices in order to promote critical thinking of all program development activities.
- Contribute to future project goals and objectives through grant writing and research as assigned.

The Florida Network currently* provides 100% of cost of individual health insurance (Capital Health Plan), 100% of cost for individual dental insurance, provides both matching and direct contributions for retirement, and competitive leave.

This job posting is valid through April 13th, 2020. Please e-mail resumes to jobs@floridanetwork.org