

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38315
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	8835		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Habilitation Services Project Coordinator Series

JOB CODE TITLE: HABILITATION SERVICES PROJECT COORDINATOR

HRIS TITLE: HAB SVC PROJ COORD

CHARACTERISTICS OF THE CLASS: Reports to a unit supervisor/program manager; uses independent judgment. Authority to write policies and procedures; monitor, evaluate and implement corrective action plans related to service area; fiscally negotiate contracts and perform special evaluations. Provides technical program assistance involving one or more specialties-developing procedures, standards and methodologies for training, evaluation systems, research, grants/contract proposals, negotiations, evaluation and tracking; may function as a liaison for community work programs and related activities; may supervise a subordinate staff. Coordination of all disciplines into an effective service delivered; proposed policies and procedures, grants and contract proposals submitted; field staff knowledgeable of and trained in program area; written reports, memoranda and correspondence.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Designs services to commence model programs, policies and procedures; confers with advisory committees. Devises and writes programs of instruction for specific training courses; gathers course material. Monitors and evaluates client service areas; analyzes, plans, develops and implements specific client programs; monitors client progress in work programs. Negotiates contracts with public and private sector employers; estimates program budget. Supervises a subordinate staff in carrying out tasks requiring judgment or creative effort. Conducts, as instructor, special seminars and workshops in specific, technical tasks, procedures or activities relating to own major assignment. Attends meetings of community organizations, gives and receives information/advice. Monitors and controls budgeted expenditures. Tracks served and unserved clients; refers to vacancies and projected future resources. Confers with staff and representatives of other divisions, sections or work unit of the agency to agree on decisions, clarify information and resolve problems. Compiles information and supporting documentation necessary for completion of federal grant applications. Monitors activities of related grant, assures compliance with rules and regulations established. Attends supervisory or work system management staff meetings; gives and receives information, participates in decision-making. Composes manual of policies, procedures and assessment tools. Writes detailed reports based on research, investigations or inquiry, in prescribed format. Participates in maintaining quality assurance standards consistent with philosophy and objectives of agency. Schedules or arranges for scheduling of outside consultants, specialist, trainers or speakers to work temporarily in program. Performs related work as required.

RESPONSIBILITY FOR: the designing, developing, implementing and monitoring program operating procedures and the development of methods for improvements; effective work unit.

WORK CONDITIONS: Long hours of detailed concentration; some travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws, statutes and regulations governing assigned program area; program philosophy, program design and evaluation systems; community resources available to clients; principles and techniques of research and writing grant proposals and/or vendor contracts; principles of time and staff management; standards established by the Accreditation Council for the Mentally Retarded/Developmentally Disabled (MR/DD).

Skill/Ability to: coordinate services in the community and agency; train and supervise staff; research and develop policies/procedures; assess client needs; monitor and evaluate services; write concisely; develop recommendations; communicate verbally and in writing.

SPECIAL SELECTION FACTORS: Requires possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.