

**YOUTH DYNAMICS, INC.**  
**JOB DESCRIPTION**

<b>Job Title:</b>	Staff Development Coordinator	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Executive /Clinical Director		
<b>General Information:</b> The Program Coordinator is responsible for developing and implementing the agency staff development and performance improvement program. The Coordinator is responsible for assuring efficient and effective procedures for coordination of Program activities throughout the state. Frequent travel is required.			
<b>Minimum Qualifications</b>	Master's degree from an approved accredited University/College with a training focus on social work, psychology, education, guidance, human services or a similar discipline compatible with Youth Dynamics, Inc. programs. Licensure as a LCPC or LCSW in Montana is required. Must have at least one (1) year of progressively responsible supervisory and program management experience in a social service agency as well as at least two (2) years experience in direct services with troubled/disturbed clients. Preference consideration will be given to individuals with staff development and/or performance improvement systems. Experience with community-based services similar to those offered by YDI is preferred.		
<b>Required Knowledge, Skills And Abilities</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of the organization, policies and procedures, structure and operations.</li> <li>• Ability to communicate well with others both orally and in writing, using both technical and non-technical language.</li> <li>• Ability to establish and maintain effective working relationships.</li> <li>• Ability to prepare accurate and reliable reports.</li> <li>• Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties.</li> <li>• Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.</li> <li>• Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines.</li> <li>• Ability to be flexible and adapt to organizational changes and needs.</li> <li>• Ability to work independently.</li> <li>• Ability to collaborate and to work as part of a team.</li> <li>• Ability to lead group/team processes.</li> <li>• Ability to travel and drive.</li> <li>• Possession of a valid drivers license and minimal insurance required by law.</li> <li>• MANDT training (provided by YDI).</li> </ul>		
<b>Essential Physical Abilities</b>	<ul style="list-style-type: none"> <li>• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone.</li> <li>• Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form.</li> <li>• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files.</li> <li>• Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to drive and to access work sites, carry supplies, files, and equipment up to 30 pounds.</li> </ul>		
<b>Principal responsibilities</b>	<p><u>Organizational Management</u></p> <ol style="list-style-type: none"> <li>1. Assure consistency in the implementation of Youth Dynamics, Inc. goals, mission, values, policies/procedures and Strategic Plans.</li> <li>2. Responsible for assuring compliance with procedures required for licensing, accreditation, and vendor contracts.</li> <li>3. Participates in Management Team outreach and problem solving activities.</li> <li>4. Awareness of community needs that might be addressed by Youth Dynamics, Inc. and work with the Management Team in considering program expansion opportunities.</li> <li>5. Assure good communication and good relationships with all agencies and personnel involved with Youth Dynamics, Inc., especially in assigned Region.</li> <li>6. Support and assist the Management Team in implementing and maintaining an active quality assessment and improvement program.</li> <li>7. Participate in public relations and fund raising efforts regarding YDI programs.</li> <li>8. Other duties as assigned by Supervisor.</li> </ol> <p><u>Staff Development Program Coordination</u></p>		

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	<p>9. Collaborate with the Human Resource Director to complete orientation and training of new staff according to Staff Development Plan.</p> <p>10. Provide support and consultation to staff regarding all aspects of services and organizational responsibilities.</p> <p>11. Return calls and e-mails within 2 working days</p> <p>12. Coordinate appropriate (according to curriculum and calendar) training of staff on procedural and clinical issues; and documentation of training.</p> <p>13. Arrange monthly in-services and medical director consultations.</p> <p>14. Arrange for CEU's for orientation and training.</p> <p>15. Develop and implement agency competency based staff orientation and development program.</p> <p><u>Performance Improvement Program Coordination</u></p> <p>16. Develop and implement agency Performance Improvement Program and Plan.</p> <p>17. Oversee agency clinical database development and implementation.</p> <p>18. Review documentation, attends meetings, etc. to assess the quality and effectiveness of Staff Development Program activities.</p> <p>19. Achieve and maintain established performance standards and clinical/business outcomes for Staff Development program.</p> <p><u>Clinical Management</u></p> <p>20. Assure compliance with clinical and program policies and procedures, administrative rules and contract requirements.</p> <p>21. Provide support and consultation to staff, youth, and family team members as needed.</p> <p>22. Maintain confidentiality and abide by APA and agency ethical guidelines.</p> <p>23. Promote team approach among staff through regular meetings and good communication with staff.</p> <p><u>Fiscal Management</u></p> <p>24. Prepare and submit yearly program budgeting needs as requested by the Executive/Clinical Director.</p> <p>25. Assure that services provided are billed appropriately (with correct billing information and service dates) and in a timely (within 60 days of service provision) fashion.</p> <p>26. Review/Authorize/Approve expenditures, budget, financial reports, etc. for Staff Development Program.</p> <p><u>Organizational Responsibilities</u></p> <p>27. Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.</p> <p>28. Maintain awareness of work environment and perform duties in a safe and responsible manner.</p> <p>29. Maintain tact, diplomacy and professionalism at all times.</p> <p>30. Complete required paperwork in an accurate and timely manner.</p> <p>31. Participate as a positive member of the Youth Dynamics, Inc. organization.</p> <p>32. Act as a positive representative of Youth Dynamics, Inc. to the public.</p> <p>33. Participate in regular supervision with your Supervisor.</p> <p>34. Participate in staffings and relevant in-service training as needed or required.</p> <p>35. Attend all meetings as are necessary to fulfill job responsibilities.</p> <p>36. Develop a plan for personal and professional growth, as needed.</p> <p>37. Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.</p>
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I acknowledge receipt of this job description:

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Employee

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Date