



## SERVICES COORDINATOR

Village of Shungopavi

Reports To: Community Service Administrator

Salary/Hourly Range: 26

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 12/15/2015

### INTRODUCTION

This position is responsible for planning events and coordinating services for physical, medical or social needs. The incumbent will act as a liaison between respective service providers and Village residents receiving services; as well as direct, coordinate and effectively plan events to benefit Village residents. Daily tasks require constant verification of source documents such as invoices, receipts, deposits, inventory records, etc. The incumbent will conduct minimal bookkeeping with administrative functions. Planning activities require various processes and spends a significant amount of time in an office setting and designing promotional materials. The incumbent is responsible to read, analyze and interpret the most complex documents. Excellent organizational skills combined with time and stress management skills are exceedingly required.

### KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Prepare accurate and timely reports on the operation of services and preparation of events; assist in developing budgets and managing finances including but not limited to check requests, invoicing, and reporting.
2. Develop and implement support services to promote events relating to health care, agency support, life skills, etc; advocate for Village residents or family members through face to face contacts to monitor service delivery and file health/safety information.
3. Identify and research Village residents' needs and wants to provide adequate support services and/or events; inform Village residents of available services, how to apply for services and other relevant issues.
4. Compile and tabulate various data for reports, narratives, inventory etc.; transport participants for pre-selected events or activities and coordinate staffing requirements for a transport driver.
5. Educate service providers of Village residents' needs and lack of resources; conduct home visits on a quarterly basis to ensure a safe living environment.
6. Promote activities through use of radio announcements, news articles, social media, etc. which requires basic knowledge of public relations and liaison duties; conduct outreach through local events or resident homes to distribute information or recruit volunteers and increase visibility.
7. Coordinate and supervise volunteers in planning and organizing social events; monitor timelines to meet deadlines and publication materials are delivered; confirm menus, cooks/caterers, master of ceremony/keynote speaker, musicians/entertainment, event themes/venues, and décor is set.
8. Maintain equipment, material, and a supply inventory list to anticipate stocking of needed items such as linens, table items, projectors, computers, and other event materials.
9. Performs other related duties as assigned and authorized to achieve village goals and objectives.

### PERSONAL CONTACTS

Contacts are made within the immediate work area, outside organizations, and the general public. These contacts can exchange factual information, coordinate work efforts and foster a network of resources. The incumbent will provide guidance and information pertaining to the event for the volunteers. In addition, the incumbent must be patient and respond effectively to the most sensitive inquiries or complaints, at times.

### PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is performed indoors and outdoors requiring physical exertion such as long periods of standing, walking, recurring bending & crouching. Lifting of objects in excess of 25 lbs. may be required as well as exposure to varying weather conditions.

The incumbent may be required to work evenings and weekends to meet program needs. Occasional travel on and off the Hopi Reservation is required.

**MINIMUM QUALIFICATIONS**

1. Required Education, Training and Experience:

Education: Associate Degree in Social Work or a closely related field;

AND

Training: Skill in basic bookkeeping, service administration and coordination;

AND

Experience: Three (3) years of experience in facility and/or service administration and coordination.

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of case management and basic counseling;
- Knowledge of the standards and codes common to social work or human services field;
- Knowledge of behavioral/clinical issues related to children and adolescents;
- Knowledge of supportive services and other resources in the region.

Skills:

- Skill in to write correspondences, establish log spreadsheets, perform technical reports and conduct presentations;
- Skill in word processing, website maintenance and other computer software, including but not limited to, Microsoft Office (Word, Excel and Power Point);
- Skill to collaborate with other community agencies and professionals whose approach to service delivery differs;
- Skill to work with parents/families as partners, regardless of cultural or socio economic differences from themselves.

Abilities:

- Ability to follow written and oral instructions; business letter, an article or a press release and public presentations;
- Ability to maintain a positive and professional working relationship with Village members and other network people;
- Ability to maintain confidential documents or information with professional standards;
- Ability to learn fund raising and web design and management computer software programs.

**NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

**DESIRED REQUIREMENT**

1. Speak and understand the Hopi Language.