



Job Description - Position Profile

Position Title: PAT Coordinator

Reports To: Program Manager

Classification: Full-time

Position Summary:

The PAT Coordinator will coordinate and supervise the Parents As Teachers program for adults and youth in Talladega, Coosa and Clay counties. Extensive work will be done with community partners.

Primary Responsibilities

- Provides management/oversight of the Parents As Teachers program and ensures that quality services are being provided.
- Works with grant and community partners to ensure that measurable programmatic goals are being met.
- Engages in public awareness activities to recruit participants, increase funding and to promote service programs throughout the community.
- Helps to develop, provide and supervise school and community based services for adults and youth.
- Supervises staff and helps to deliver program services to eligible clients.
- Develops data bases as needed for programmatic tracking.
- Any other duties deemed necessary by the Program Manager.

Knowledge, Skills and Abilities:

- Skilled in written and verbal communication
- Database management skills
- Organizational skills
- Strong communication skills
- Knowledge of program service delivery



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Qualifications:

To perform this job successfully, a four-year degree in social work / education or comparable area of study from a college/university is preferred. Supervisory experience is required. Three years successful experience in supervision of multiple programs or project management; supervision in Family Resource Centers or similar settings is desirable.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date