



Job Description - Position Profile

Position Title: Technical Assistance (TA) Provider

Reports To: Area Chief / Department Director

Classification: Hourly

Position Summary:

The Technical Assistance (TA) Provider reports to the area chief or department director and is responsible for providing technical assistance by monitoring program compliance, ensuring programs comply with rules, regulations, policies and procedures. Responsible for building relationships with program staff, school administrators, and community partners.

Primary Responsibilities

- Ensures programs implement approved grant proposals with fidelity
- Provides ongoing technical assistance and training
- Disseminates information on promising practices
- Monitors programs for compliance
- Assists with conducting program evaluations
- Monitors program operations
- Ensures programs comply with rules, regulations, policies, and procedures
- Builds relationships with program staff school personnel and administrators and with community partners
- Assures the maintenance of program documentation and assists in oversight of program data management
- Assists program sites in the submission of required documentation accurately and on-time
- Assists in the development and coordination of an evaluation process for overall program effectiveness



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Knowledge, Skills and Abilities:

- Technology skills including expertise with Microsoft Office and database management; willingness to learn new applications and identify innovative ways for technology to support organizational objectives.
- Excellent knowledge, skills and abilities in data analysis and insight generation, translation of complex issues into actionable efforts.
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.

Qualifications:

- Must have a degree in Education.
- Minimum three years' experience in related areas required.
- Driver's license and valid transportation required.
- Some evening and weekend hours required.

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



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Manager / Supervisor

Date