OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Program Coordinator	CODE: 69412 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from social program administrator or other higher-level supervisor, provides technical assistance in developing, monitoring &/or expanding delivery of social or psychiatric/rehabilitation or medical programs, projects &/or services, consults with local &/or federal governmental personnel, community agencies &/or state agency personnel or medical providers to coordinate administration of programs & services, monitors & documents program operation & program compliance, assists in development of comprehensive social service activities & provides variety of public relations duties;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	34-54	Provides technical assistance to institution-based, community, state &/or federal agencies or medical providers in developing, expanding &/or monitoring delivery of social or psychiatric/ rehabilitation or medical programs, projects &/or services (e.g., manpower development & training; drug abuse; registration & certification of all drug services; family resource & respite care; nursing homes; local development of access roads, jobs, private investment &/or state research demonstration for districts in Appalachia; new social programs for community contact agencies; specific social, juvenile &/or criminal justice; home energy assistance; foster grandparents; planned parenthood; public or private out-patient clinics; sexually transmitted & communicable diseases; alcoholism; adult services; child protection or child placement; child day care; identification of inmates needing substance abuse services; hospital emergency rooms; public & private laboratories; institutional employee assistance; hospital-based community preparation programs).	Knowledge of (1) social or behavioral science or pre-medicine, (2) agency, state &/or federal statutes, rules, regulations &/or procedures governing delivery of social programs specific to area of employment*, (3) available community resources specific to area of employment*, (4) social service problems, policy & program planning & analysis, (5) accounting or finance or budgeting, (6) public relations, (7) written communication (e.g., English composition & grammar, technical writing, business communication), (8) effective oral communication (e.g., speech); ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use statistical analysis, (11) proofread technical materials, recognize errors & make corrections, (12) gather, collate & classify information about data, people or things, (13) establish good rapport with program participants &/or program recipients. *Developed after employment

(1003)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Exposed to contagious diseases & emotionally disturbed persons; may require overnight travel.	Completion of undergraduate major program core requirements in social or behavioral science or pre-medicine as required by university or college plus 18 mos. exp. in delivery of social/human services or medical assistance in governmental, community or private human support services agency or for medical provider; or completion of graduate major program core	

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CODE: 69412C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	22-42	Consults with local & field community agencies, associations, groups &/or other state &/or federal departmental personnel or medical providers to coordinate administration of programs & services; assists local community agencies & field office personnel in developing budget & obtaining resources for programs & services.	Knowledge of 1, 2*, 3*, 4, 5, 6, 8, (14) interviewing; ability to 9, 10, 11, 12, 13.
3	11-21	Monitors & documents program operation & program compliance; assists in development of comprehensive social service plan & in development of participants procedural manual; provides functional supervision to community agencies in appropriate use of local, state &/or federal funds; processes, reviews & completes funding applications & grant proposals; completes correspondence & reports.	Knowledge of 1, 2*, 3*, 4, 5, 6; ability to 9, 12, 13, (15) prepare meaningful, concise & accurate reports.
4 (1004)	3-13	Attends training sessions; reads professional publications, technical manuals & related literature to maintain up-to-date knowledge of current developments in social service field; assists in development of informational materials used by state & county agencies, providers &/or general public; gives talks, lectures & speeches to community groups & schools to promote social service program participation.	Knowledge of 1, 2*, 3*, 6, 8, 10; ability to 9, 10, 12, 13, (16) prepare & deliver speeches before specialized audiences.

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

requirements in social or behavioral science or pre-medicine as required by university or college plus 12 mos. exp. delivering social/human services or medical assistance in governmental, community or private human support services agency or for medical provider & 1 course in accounting, finance or budgeting (or 1 mo. exp.); or equivalent.
Note: Pre-medicine education & previous experience in providing medical assistance for medical provider only pertains to positions in area of medical assistance.

FORM ADM-4134

CLASS TITLE: Social Program Coordinator

CODE: 69412C