

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADOLESCENT HEALTH PROGRAM COORDINATOR**

**General Summary:**

Under the supervision of a Clinic Coordinator, assists the Clinic Coordinator with staffing decisions including interviewing applicants for employment, preparing employee evaluations, and recommending disciplinary action or termination when necessary. Trains staff, makes job assignments, intercedes with difficult clients, and assists with operational or procedural issues. Provides direct casework and counseling services to clinic clients.

**Essential Functions:**

1. Provides direct services to the victims of domestic violence including an overview of the criminal justice system. Provides the victim transportation to and from court for appearances and provides other support and assistance as may be necessary.
2. Assists the Clinic Coordinator with staffing decisions including interviewing applicants for employment, preparing employee evaluations, and recommending disciplinary action or termination when necessary. Assists in training staff, makes job assignments, intercedes with difficult clients, and assists with operational or procedural issues.
3. Provides client assessment, crisis intervention, counseling, education, and social work casework services for clinic clients on subjects such as pregnancy diagnosis or prevention, sexually transmitted disease, recent unfavorable medical diagnosis, relationship issues with partner or family, domestic violence, sexual assault, substance abuse, homelessness, child abuse, lack of resources for basic needs such as food, clothing, medical needs, and shelter.
4. Identifies and evaluates the social, emotional, financial, and other unmet needs of clients and provides short-term therapeutic services.
5. Provides case management for patients with complex and multiple psychosocial and medical needs.
6. Acts as a liaison and provides consultation, education, and presentations to hospitals/clinics, schools/colleges, courts/social services, and other support services throughout the area.
7. Participates actively as a member of an interdisciplinary team by reviewing cases, leading or participating in conferences, monitoring appropriate documentation, informing about client's progress, and participating in developing a plan of care.
8. Presents the clinic's programs and services to the community and participate in developing and implementing community and state programs related to clinic services.

9. Responds to community inquiries regarding crises situations and psychosocial issues. Coordinates community support services by linking clients with agencies and by creating forums for policy debates.
10. Develops, writes, and reviews procedures and protocols. Assists in documenting written standards for social work practice in a clinic.
11. Manages data and assists with grant proposal writing. Compiles data related to social work services in the clinic and participates in writing proposals to enhance clinic funding. Monitors grant expenditures and prepares reports in compliance with grant funding requirements.
12. Acts as agency representative in community coalitions and initiatives related to clinic programs and issues.
13. Develops and maintains linkages with community groups, other agencies, and schools. Provides staff and client education for other agencies and coordinates reciprocal opportunities for Health Department staff. Facilitates and pursues agency relationships with staff from other agencies. Conducts in-service training and workshops related to health department services and issues for parents and community professionals.

**Other Functions:**

14. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Master's Degree in a health or human services field.

**Experience:** Three years post Master's Degree experience working with Health Department clinic programs. Supervisory experience preferred.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to travel throughout the County.  
Ability to climb stairs to access clients in their homes.  
Ability to access office files.  
Lifts and transports materials and equipment.

**Working Conditions:**

Works in office conditions and travels throughout the County to attend meetings.

12/2004

