



## Position Description

<b>Job Title:</b>	Program Coordinator – Support Groups
<b>Status:</b>	Full Time, Exempt
<b>Grade:</b>	15
<b>Reports to:</b>	Program Manager
<b>Program:</b>	Resource Families Support Services
<b>Location:</b>	Honolulu
<b>Purpose:</b>	Development and implementation of support groups for Resource Families Statewide.

- Essential Functions**
- Implements the support group component for Resource Families statewide.
  - Works with support group facilitators and participants (including Resource Caregivers to assist in the group facilitation) and coordinates with community agencies to host groups.
  - Develops plans with DHS staff and local agencies to recruit families.
  - Maintains strong relationships with local agencies.
  - Cross trains with other Resource Families Support Services program components.
  - Explores potential expansion plans for larger groups and other geographical areas.
  - Sits on various committees to collaborate on services and increase awareness of RFSS Support Services.
  - Coordinate various methods of notifying families and service providers of support groups and events.
  - Performs other duties as assigned.

- Minimum Qualifications:**
- Master’s in Social Work or related degree.
  - Three to five years experience in program implementation, support groups and community networking.
  - Knowledge of and sensitivity to the cultural diversity of Hawai‘i with particular understanding of the needs of Hawaiian youth and families.
  - Strong background in child welfare.
  - Computer proficiency including MS Office (Word, Outlook, Excel, Publisher, Access, PowerPoint), use of internet.
  - A valid driver’s license, clean driving abstract and access to an insured, reliable vehicle.
  - Successful background checks(s) and medical clearances as required by state regulations for those who work with children.

- Preferred Qualifications:**
- Experience in child welfare.
  - Non-Profit experience.
  - Ability to safeguard agency assets, which may include cash and cash equivalents, such as

credit accounts.

- Should be emotionally mature, objective, and supportive of people and their problems.
- Able to manage responsibility, work independently and as a member of a team, and maintain good working relationships with clients and coworkers.
- Proactive team player. Possess strong initiative, self-direction and the ability to deal with growth and change.
- Possess a highly developed service orientation and sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles.
- Ability to use standard office equipment including computer, fax machine, copier, electric typewriter.
- Possess the ability to manage a high level of responsibility, attention to detail, organizational skills and a proactive work style.
- The job duties require the employee to be absent of any physical limitation which would impair effective performance.
- The job duties require the employee to handle the physical demands of the work including lifting/moving files and materials, sitting, standing or driving for a long period of time, travel as necessary, working on computer for a long period of time, bending, stooping, lifting, etc.
- The job duties require the employee to be able to lift thirty pounds.

**Physical  
Requirements and  
Working  
Conditions:**

- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign the duties and responsibilities of the employee at any time. This position description may be subject to change for reasonable accommodation or other reasons

***We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.***