

Job Description

Title	Jones County DECAT/CPPC Coordinator
Reports to	DECAT/CPPC Board Chairperson - DECAT/CPPC Board

Job summary

The Jones County DECAT/CPPC Board in collaboration with the Jones County Family Council receive state and federal funds from the Iowa Department of Health and Human Services and Prevent Child Abuse Iowa to coordinate and facilitate DECAT, CPPC and Child Abuse Prevention Council initiatives in Jones County.

The goal of these initiatives is to bring State and Local government officials together with Human Services entities and local citizens to develop strong, effective community partnerships that share decision-making. Juvenile Court Services, the Department of Health and Human Services, and the Jones County Board of Supervisor representatives and other Human Service and community members make decisions on funding services based on the needs of their local communities, focusing on strengthening families, building resilience, and to keeping children safe from abuse and neglect.

The primary function of the DECAT/CPPC Coordinator is to provide strong leadership, management of contracted services, the promotion of community collaboration, and administrative skills to ensure quality functioning of the DECAT Board and its partners according to Iowa Code, Administrative Rule and HHS policies and procedures.

Summary of essential job functions:

This position is responsible, under the guidance of the DECAT Board, for day-to-day operations including fiscal review, contract oversight and implementation, evaluation and outcome reporting, and meeting communication and scheduling for various committees and the Board. Individual tracks and submits reporting as required by the State of Iowa, monitors and communicates legislation changes, and works with community partners to achieve the goals and initiatives of Jones County DECAT/CPPC. This position works independently, is supervised directly by the Board Chair and requires in-county and in-state travel as necessary.

Initiative Expectations:

- Facilitate DECAT and Community Partnership for Protecting Children (CPPC) activities including committee meetings and planning initiatives in conjunction with other community-wide needs assessments (defining specific problems and their underlying causes, identifying existing resources, gaps in services, and possible interventions/strategies, and developing work plans).
- Create, implement, and manage contracts for services to support the initiatives and goals of the Board.
- Assist with interpretation and dissemination of data and other information relating to child abuse and neglect and the needs of high-risk children 0-18 years of age in Jones County.
- Research and promote best practices and policy changes that protect children.
- Assist the Board in developing recommendations to be incorporated into their respective action plans of partner organizations.
- Coordinate and facilitate the Iowa Child Abuse Prevention Program (ICAPP) initiatives.
- Create and distribute information promoting DECAT, CPPC, and the prevention of child abuse.
- Facilitate the implementation of a DECAT and CPPC plans (organizing community meetings, community awareness campaigns, creating networking opportunities for professionals, etc.).
- Track accountability and compliance for all projects/contracts, including financial oversight of funds.

- Report to the DECAT/CPPC Board at their regularly scheduled monthly meeting and prepare written progress reports, i.e. minutes from the meetings, financials, outcomes, etc.

Expected Outcomes:

- Issues pertaining to the protection of children will be brought to the attention of the general public.
- Recruit and maintain membership for the Board and its various committees to include local community members and other individuals from community organizations serving Jones County (i.e. Community Connections, HACAP, Jones County Extension, Early Childhood Iowa, law enforcement, civic organizations, the faith community, etc.).
- Adherence to state/federal requirements related to projects and project funding.

Required knowledge, skills, and abilities:

- Passion, understanding, and dedication to supporting child welfare and the prevention of child abuse and neglect and the promotion of child safety
- Strong leadership, communication, and organizational skills
- Familiarity with Jones County community resources
- Ability to work effectively with local community and media
- Self-starter; flexible with regard to time and availability, including evenings
- Travel and attend meetings and have liability and other automobile insurance as required by law
- Strong proficiency in Microsoft Office applications including Word, Excel, and Power Point
- Demonstrates knowledge and understanding of basic accounting and managerial skills including fiscal management and budget development
- Ability to speak and write clearly and concisely for a broad audience
- Ability to analyze, think critically, exercise sound judgment, and balance a variety of perspectives within a politically sensitive environment
- Knowledge of the DECAT and CPPC Initiatives in Iowa
- Detail oriented
- Demonstrates ability to facilitate collaboration and networking with various groups and people
- Possess strong advocacy skills
- Ability to analyze, interpret and present detailed fiscal information
- Ability to negotiate contracts with Board involvement and monitor outcomes in accordance to program and financial goals

Education/Experience requirements:

BA or AA Degree preferred.

Experience with community planning, community organization and working in a team planning process to bring a group to consensus.

Experience working with people with diverse visions and bringing them to common work.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.