

Job Title	FBC-CIS Program Coordinator
Employer/ Agency	Fort Bend County
Job Description	<p>JOB SUMMARY: Responsible for planning, implementing and evaluating activities associated with Fort Bend County Collaborative Information System (FBCCIS). Participates in planning of programs, policies or objectives for own work group and department.</p> <p>DUTIES & RESPONSIBILITIES: Meets with executive members of the collaborative to receive direction and strategic planning for the collaborative and report successes and needed improvements. Works as a team member with lead agency staff/administrators to meet program goals. Attends training and conferences; Maintains and collects local, state and national data; Conducts literature/resource reviews to identify best practices for coalition. Provides ongoing support and training to partners on Caseworthy software; Develops and implements data collection systems, tracks and maintains data using Caseworthy software. Represents the collaborative through meetings, professional associations, locally, regionally, statewide and where necessary; Collaborates and works closely with health department administrators, legislators, heads of health plans, hospitals, physicians, health organizations, businesses, academic institutions and community based organizations. Recruits and maintains a diverse coalition membership to include local and county partners; Works toward maintaining good working relationships; Creates and implements collaborative policy and procedures. Serves as Coordinator/Human Needs Planner for coalition by coordinating activities such as Annual Back to School Event and Annual Christmas Toy Drive. Creates and maintains a website and develops other social media sites; Continually maintains and develops content for the collaborative website. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.</p>
Qualifications	High School/GED; Five years of experience managing or coordinating in the non-profit, social services field such as health education, administration, public relations, or in community/organizational psychology (Bachelor's degree with 2 years of job related experience preferred). Good computer skills and proficient in data entry; good verbal and written communication skills. Good interpersonal skills and ability to deal effectively with the public, other employees, and elected officials. Ability to work independently, takes initiative, able to work with a diverse group of individuals, good writing skills, good public relation skills.
Salary/Hours	Professional/Management Grade 10, \$1,757.60 - \$2,068.00 biweekly or higher based upon qualifications M-F, 8-5 p.m.
Employer/Agency	Fort Bend County – Social Services
Address	4520 Reading Road,
City, State, Zip	Rosenberg, TX 77471

Contact Person	Carolyn Manville
Contact Title	HR Generalist
Telephone Number	281-344-3956
Fax Number	281-341-8615
Email Address	Carolyn.Manville@fortbendcountytx.gov
Application Method	To be considered for employment, all interested candidates should complete the required Fort Bend County online employment application located at www.fortbendcounty.jobs
Opening Date	05/01/2018

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.