



524 15th Street Moline, Illinois 61265
JOB DESCRIPTION: 07/18

Job Category: Program Coordinator
Program Assignment: Community Education
Position Title: Trauma Informed Care Program Coordinator
Job Classification: Regular, non-exempt
FTE: 1.0 FTE

Job Summary: This individual coordinates the Eastern Iowa – Western Illinois Trauma Informed Care Consortium. The Program Coordinator is responsible for leading internal and external trauma informed prevention, intervention and response efforts. This individual seeks and coordinates partnership opportunities and develops program sustainability plans for child abuse prevention initiatives. Additional responsibilities may be assigned as required to meet the mission and goals of the Child Abuse Council and/or Trauma Informed Care Consortium.

Eastern Iowa – Western Illinois Trauma Informed Care Consortium (TIC Consortium): The TIC Consortium is a collaboration created between Child Abuse Council and Family Resources and supported by the United Way of the Quad Cities. This collaboration is made up of community partners dedicated to coordinating comprehensive trauma informed services through outreach, education, training and support.

Work Site: Primary Location - Child Abuse Council Main Office – Moline, IL. Routine Local Travel required.

Supervisor: Community Education Program Manager

Essential Job Functions:

- Participate in community groups and committees to build relationships with and mobilize partnerships among a broad array of community service agencies, families, civic organizations and schools in order to develop a comprehensive trauma informed community for individuals, children and families.
- Facilitate a shared understanding of Trauma Informed Care and ACE impact
- Coordinate TIC Consortium initiatives and serve as the community point of contact for trauma informed efforts including providing training.
- Coordinate and conduct parent and community training and education including focus groups regarding community initiatives
- Collect, analyze and track data to assess effectiveness and program planning
- Provide support for program and agency resource development to include but not limited to: event planning, grant writing and management and other opportunities to enhance program sustainability
- Coordination of community partnerships to improve service provision and provide for program sustainability.
- Participate in on-going professional education and skill-development.

- Assist with the development and monitoring of program plans and budgets
- Execute board approved personnel policies including maintaining personnel records (time sheets, mileage and personal expenses) and attending all Child Abuse Council staff meetings

Qualifications:

- General skills in program planning, implementation and evaluation
- Knowledge of human growth and development, family systems, dynamics of child abuse and neglect and family violence
- Demonstrated knowledge of Adverse Childhood Experience Study and Trauma Informed Care or ability to develop a knowledge with targeted training.
- Experience in creating and implementing a plan that results in quantitative results/outcomes.
- Ability to embrace organizational goals and work in a team-oriented environment
- Ability to mobilize systems and individuals around common goals
- Ability to adhere to professional boundaries and confidentiality requirements
- Strong organizational and time management skills including the ability to work independently and with limited supervision.
- Proficiency with Microsoft Office applications
- Bilingual a plus, but not required
- Empathetic and sensitive professional; able to work with diverse populations
- Strong public speaking skills
- Motivated self-starter
- Flexible work schedule including ability to work some nights and weekends
- Mandated reporter for child/elderly abuse, neglect, and exploitation.
- Bachelor's degree required