

## **PROJECT COORDINATOR**

### **Early Childhood Comprehensive Systems Program**

#### **DEFINITION**

This position is responsible for the management and supervision of the Early Childhood Comprehensive Systems (ECCS) Program. It is high-level professional work requiring minimal supervision. Such functions include administrative, fiscal, personnel, training, and effective functioning of all operations.

#### **DUTIES (NOT ALL INCLUSIVE)**

The Project Coordinator is responsible for four primary functions: (1) providing programmatic direction and oversight in the implementation of the ECCS Grant Program; (2) overseeing the development and implementation of Territorial ECCS Work Plan and Evaluation; (3) promoting coordination and meaningful collaboration of activities across State, local, public and private agencies and groups; and (4) providing administrative and fiscal management of the ECCS Program. The Project Coordinator must have expertise and experience in program development and coordination, program performance monitoring, and grant/report writing, particularly as it relates to early childhood programs. In addition, this person must have knowledge and experience with coalition and partnership building as well as collaborating with public and private agencies and groups.

Reviews guidelines mandated by Federal government as necessary for grant preparation and compliance.

Facilitates preparation of quarterly and annual reports as required by the federal guidance for the ECCS Program.

Represents the Program in interagency meetings and serves on such committees, task forces, focus groups or teams as it relates to coordination of activities; attends meetings, conferences and seminars requiring periodic to frequent travel.

Coordinate and plan with appropriate agencies (public-private) and programs to provide staff and continuing education / training for all personnel involved in the delivery of early childhood services for the families of the USVI.

Assures the collection of statistical information to evaluate program effectiveness, analyze program activities, and outcomes. Plan and monitor for a responsive data system.

Develop and manage Continuous Quality Improvement activities, based on the Federal Guidance and report according to specifications.

Manages the ECCS Program budget, to include budget estimates for the program, including legal aspects of contracting involving selected models implementation, recommends budgetary priorities and controls on expenditures.

Consults with federal and local officials relative to funding, legislation, inter-agency and other pertinent matters as required for full sustainability of the program.

Manage and provide oversight for appropriate staff required for this Program.

Performs other work related duties as required.

### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Working knowledge of the development of public health and community-wide strategies for new for impacting child health and early childhood programs.

Working knowledge of organization and function of federal and state government agencies and professional and other groups involved in healthy communities programs.

Knowledge of federal and local laws, policies and procedures relative to Program's delivery of services.

Knowledge of early childhood development and comfortable communicating about neuroscience and the impact of trauma.

Skilled in the use of computer systems.

Ability to identify, collect, evaluate, and explain available resources.

Ability to exercise good judgment, make sound decisions and present ideas and information clearly and concisely, orally and in writing.

Knowledge in conflict resolution strategies used in personnel management.

Ability to supervise and train professionals.

### **FACTOR 2 - SUPERVISORY CONTROLS**

The Project Coordinator uses independent, sound judgment in carrying out the work, sets priorities, objectives and deadlines for completion of program goals and objectives. The work is reviewed through consultation with the Regional Project Officer and the ECAC. Work is reviewed in relation to local and federal guidelines and procedures. The Project Coordinator reports directly to the Policy Advisor for Early Childhood in the Office of the Governor.

### **FACTOR 3 – GUIDELINES**

Guidelines included departmental policy and procedure manuals, Virgin Islands Code directives, Executive orders and Federal regulations and requirements.

### **FACTOR 4 – COMPLEXITY**

The complexity of the work involves developing plans and implementing services across community agencies, coordinating program activities and program data collection and analysis. Complexity will vary due to the multi-system, multi-agency, meets goals and objectives as set forth under the ECCS program guidance and USVI work plan, with an emphasis on quality and improvement, time management, and coordinated infrastructure milieu.

### **FACTOR 5 - SCOPE AND EFFECT**

The purpose of the work is to oversee and direct the appropriate functions and operations of the ECCS Program and quality of service provided to families. This work requires day to day interaction with early childhood systems and public health primary health care systems. Work involves direct communications with public health care providers, social service agencies and early childhood programs across the USVI community.

### **FACTOR 6 - PERSONAL CONTACTS**

Contacts are with co-workers, caregivers and families, legislators, public health, human services, early childhood programs, and local officials, academic institutions, federal official, other professionals and the public.

### **FACTOR 7 - PURPOSE OF CONTACTS**

To resolve problems, disseminate information, make assessments, provide training and consult with contacts on pertinent matters.

### **FACTOR 8 - PHYSICAL DEMANDS**

Work requires high energy and day to day connections with community interaction and travel within and outside of the Territory. Much computer driven work is required.

### **FACTOR 9 - WORK ENVIRONMENT**

Ability to work under pressure/tight deadlines in a fast-paced environment. Work is performed in office setting and community setting.

### **MINIMUM QUALIFICATIONS**

Masters of Arts in Early Childhood, Psychology, Social Work, Public Health, Public Administration or related field from an accredited college or university and four (4) years of

Post-Masters experience in maternal child health, social services, mental health, or early childhood, preferably three of which at the managerial or supervisory level.

**NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid Virgin Islands driver's license.

**DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
**DIRECTOR**