

POSITION DESCRIPTION

TITLE: Heart of Central Texas Real Choice (HOCTRC) Project Coordinator

SALARY: B8 - 31,068 – 39,708

FSLA STATUS: Exempt

SUMMARY OF POSITION

Serves in leadership capacity to oversee the management and administration of Heart of Central Texas Real Choice Project throughout 13 county area including Bell, Bosque, Coryell, Falls, Freestone, Hamilton, Hill, Lampasas, Limestone, McLennan, Milam, Mills, and San Saba Counties.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: HOCTRC Leadership Team and HOTCOG Executive Director.
Position subject HOTCOG personnel policies and procedures.
2. Coordinates: Four to six system navigators located in Waco and Belton.
3. Other: Has regular contact with a diverse range of public and private agencies and organizations, service providers, and the general public.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Coordinates from four to six Navigators located at two Real Choice Resource Centers located in Belton and Waco and assist in the evaluation of Navigators.
- Meet on at least a monthly basis with the HOCTRC Leadership Team and organize staff meetings of the HOCTRC Advisory Committee on at least a quarterly basis.
- Coordinate the submission of all required reports to the Texas Health and Human Services Commission by aggregating all financial data and program data (from meeting records and ServicePoint™).
- Provide project monitoring, evaluation, continuous quality improvement, and analysis of aggregate unmet need data generated by the community Intranet system and assist in the development of recommended changes to systems design, based upon areas of progress and barriers encountered to the Leadership Team for consideration.

- Monitor and evaluate Real Choice referral process and recommend change to the Leadership Team.
- Monitor all HOCTRC Project Developments on a daily basis and develop weekly reports for the Leadership Team and quarterly reports for the Advisory Committee.
- Assist the HOCTRC Leadership Team in developing a semi-annual Project Status Report for presentation to the Advisory Committee, stakeholders and the community at large.
- Assist in the development of grant proposals to generate funding for a flexible pool of resources to address system-wide needs.
- Establish formal relationships with major hospitals in the area, sub-acute care facilities, primary care physicians, clinics, and long-term care facilities.
- Coordinate provision of person/family-centered planning and cultural sensitivity training throughout the HOCTRC service delivery system.
- Oversee the person-centered planning and cultural sensitivity training.
- Supervise delivery of training curricula for both general and comprehensive referral protocol and the HOCTRC service delivery process training including use of all project forms, documentation, and the MIS system (ServicePoint™).
- Oversee the development, implementation and modification of consumer risk screen, a replicable Navigator Pilot, intensive cross agency project involvement, a functional Super CRCG, navigational legal support services, multi-agency collaboration, and consumer satisfaction process.
- Assist HOCTRC Leadership Team and the Texas Health and Human Services Commission in project evaluation process and setting policy for the HOCTRC.
- Coordinate the development of Community Resource Coordination Groups (CRCGs) for Adults or Families throughout 13 counties.
- Coordinate the development of Promoting Independence (Community Awareness Relocation Services) throughout 13 counties.

- Develop forms, standards and procedures, and provide training and evaluation to assure uniformity throughout the project.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Required knowledge: Should possess or demonstrate the ability to acquire a thorough understanding of all local, state and federal health and human services programs with an emphasis on programs which serve persons with disabilities of all ages.

Skills and Abilities: Should possess exceptional ability to communicate effectively both orally and in writing; negotiate agreements and build partnership with a wide range of individuals and organizations; utilize PC software and e-mail to develop reports, agreements and budgets; manage a high performance team of professionals, and handle multiple simultaneous task within time constraints.

ACCEPTABLE EXPERIENCE AND TRAINING

Minimum qualifications for the full time Project Director will include:

- masters degree in degree in a field of study related to social services and at least two (2) years experience providing services to persons with disabilities; or
- a bachelor's degree in a field of study related to social services with at least five (5) years experience providing services to persons with disabilities; or
- at least 2 years of college in a field of study related to social services with at least ten (10) years experience providing services to persons with disabilities.

All Candidates must possess at least two years of experience in a supervisory position.

CERTIFICATIONS AND LICENSES REQUIRED

Texas licensing and/or certification in a health and human services discipline is recommended. Texas driver's license is required.