

ECONOMIC SUPPORT COORDINATOR

FUNCTION OF THE JOB

Under direction, to plan, develop, coordinate, and administer the County's economic support programs utilizing a multi-county consortium; to supervise supervisory and line staff in the delivery of economic support services; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and coordinates the supervisory and line staff in the delivery of economic support services.
2. Determines the appropriateness of purchased contract services and provides expert advice and participation in negotiating the agreements.
3. Reviews and analyzes changing federal, state, and local legislation and directives affecting the delivery of services.
4. Participates in state committees to provide input into the delivery of services through a consortium.
5. Coordinates with work program agencies to ensure that economic support services are effectively provided to program participants.
6. Develops, plans, and coordinates new programs and services in the area of economic support.
7. Researches alternatives and develops actions to be taken to ensure compliance with multiple federal and state mandates, laws, regulations, and administration rules.
8. Participates collaboratively with consortium partner agencies to plan for economic support service delivery.
9. Selects and evaluates staff and handles other personnel related activities.
10. Develops and maintains quality control systems to monitor staff workflow, reports, and benefit issuance.
11. Develops, plans, and administers the welfare fraud elimination plan for the County.
12. Prepares, administers, and monitors the economic support program budget.
13. Makes recommendations and presentations regarding economic support program operations.
14. Administers the operation of the Wisconsin Shares child care eligibility program.
15. Authorizes and approves day to day expenditures related to contracted and provided services
16. Establishes and maintains effective working relationships with staff, partner agencies, departments, community and social agencies, professional groups, and the general public.
17. Performs emergency government duties as assigned in event of Waukesha County Emergency Government declaration.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the role and objectives of a public agency in providing economic support and work programs.
2. Thorough knowledge of federal, state, and local laws, rules, and regulations concerning the operation of economic support programs.
3. Comprehensive knowledge of federal, state, and local legislation and directives affecting economic support programs.
4. Comprehensive knowledge of the socio-economic conditions and issues affecting the community and various populations.
5. Considerable knowledge of modern administrative, managerial, and supervisory principles and practices.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

6. Considerable knowledge of budgeting, analytical methods and techniques, and contract services.
7. Considerable knowledge of community resources and agencies affecting economic support programs.
8. Considerable knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
9. Working knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
10. Ability to utilize word processing, database, and spreadsheet programs.
11. Ability to work collaboratively within a multi-county consortium providing economic support services.
12. Ability to interpret and apply agency rules, directives, and policies.
13. Ability to comply with federal, state, and local laws, rules, and regulations.
14. Ability to establish and maintain effective working relationships with staff, partner agencies, departments, community and social agencies, professional groups, and the general public.
15. Ability to plan, coordinate, assign, train, manage, and evaluate the day-to-day work related to economic support programs, services, and referrals.
16. Ability to effectively communicate ideas and proposals to various audiences in a verbal or written format.
17. Ability to reformulate and specify changes in socio-economic legislation and directives.
18. Ability to monitor and evaluate purchased service contracts and respond to vendor needs.
19. Ability to plan, organize and effectively communicate ideas, concepts and complex information and reports.
20. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in social work, sociology, psychology, human services, business administration, or a closely related field.
2. Four (4) years of responsible professional work experience in economic assistance programs in a social service agency, one year of which was in a supervisory capacity.
3. Graduation from a recognized college or university with a master's degree in the areas listed above may be substituted for one (1) year of the general work experience.