

REFERRAL & COMMUNITY PROGRAMS COORDINATOR

JOB DESCRIPTION – 0.75 FTE

the rainbow project inc.

Child & Family Counseling & Resource Clinic

831 EAST WASHINGTON AVENUE

MADISON, WI 53703

JOB QUALIFICATIONS...

0.75 FTE position requires masters degree OR equivalent experience.

Respond to new referral calls, follow-up, complete referral & consultation interviews with new consumers.

Coordinate referrals & special community projects with clinical staff, including the Clinical Manager.

Distribute & administer pre/post consumer assessment materials.

Process incoming requests for training & education presentations, & present & coordinate community education presentations on wide range of topics related to specialization in the areas of prevention, early intervention & treatment with families with young children who have OR are at risk of serious stress OR trauma, including domestic OR community violence, child abuse, neglect, child sexual abuse, grief/loss, physical/mental illness, disability, alcohol/drug abuse.

Prefer experience working with young children & families in stress/trauma.

Organizational & administrative skills required.

JOB RESPONSIBILITIES...

- Central contact to receive, follow-up & track ALL new agency referrals...
Includes Children of Violent Homes Project, PRIDE Project, Safe Step & other agency programming
- Complete consultation interviews with newly referred children & families
- Refer children & families to appropriate community services
- Schedule, connect & coordinate appropriate ongoing clinical services with children & families with Rainbow Project clinicians
- Coordinate efficient referral process with agency administrative (including Financial Coordinator) & clinical staff
- Serve as central contact to receive requests for agency education & training presentations...
Plan, prepare & implement in-service training & education presentations local, state, national level
Coordinate community education requests & presentations among agency staff
- Maintain content of agency's education resources, libraries, materials, files
- When appropriate, plan, prepare, implement children's/adult education & skills-building groups
- Maintain ongoing required records & data, on both, referral/enrollment & community education components of position, including quarterly service reports

- Coordinate community projects

BENEFITS...

0.75 FTE equivalent of the following...

Full health/dental coverage for single employee & 50% coverage for employee plus one OR family

Paid holidays per year = 9

Paid sick days per year = 6

Paid personal days per year = 18 first year, 24 subsequent years

Continuing education reimbursement, as budgeted

Long-term disability

Professional auto & liability insurance

HOURS...

9:00 am – 5:00 pm

Flexible with some late afternoon, weekend, evening hours

APPLICATION DEADLINE...

When position is filled

FOR MORE INFORMATION...

TELEPHONE...

(608) 255-7356, extension 310

EMAIL...

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FAX...

(608) 255-0457