



GOVERNMENT OF

**Monroe County**  
I N D I A N A

Home of Indiana University

### NOTICE OF JOB OPENING

<b>Department Name:</b>	Youth Services Bureau – Binkley House Emergency Youth Shelter
<b>Position Title:</b>	Program Coordinator
<b>Position Summary:</b>	<p>Incumbent serves as Program Coordinator, responsible for the supervision of program quality and development at the Youth Services Bureau. Supervises assigned staff, scheduling, training and corrective instruction, planning and facilitating meetings, interviews applicants, and assists with personnel matters. Assists with department programs, goals, and procedures consistent with YSB goals and objectives established by the Board of Judges. Oversees compliance for local Safe Place Program delivery in collaboration with the Safe Place Coordinator/YSB Outreach position. Assures department compliance with all accrediting and licensing requirements. Prepares evaluation materials, assists agency representatives with audits/reviews, and prepares food and health plans to Department of Child Services as required. Supervises the Nutrition &amp; Health Programs. Ensures compliance with all provisions and conditions of grants and contracts, as assigned. Assists in scheduling repairs, services, or replacement items for the Shelter to ensure shelter is in working order. Occasional work on weekends or evenings required with some shared on call responsibility.</p>
<b>Qualifications:</b>	<p>Must be at least 25 years of age. Master's degree in social work, business, or related professional area from an accredited college/ university and two (2) years of experience in the management or supervision of child care personnel and programs or Bachelor's Degree in social work or a human service area of study from an accredited school and four (4) years of experience in the management or supervision of child care personnel and programs. Minimum of five years of experience in social services, business, or related area.</p>
<b>Salary:</b>	<p>Full time 40 hours per week, exempt \$55,869 starting salary. Salary determined by Monroe County Government salary ordinance depending on prior years of service within Monroe County Government.</p>
<b>Deadline for Application:</b>	Until filled
<b>Submit Resume and References to:</b>	Apply here: <a href="https://youthservicesbureau.bamboohr.com/jobs/">https://youthservicesbureau.bamboohr.com/jobs/</a>

**Monroe County is an Equal Opportunity Employer**  
Federal Identification Number – 35-1732462