

**DCF Division of Family & Community Partnership  
Office of School Linked Services' (OSLS)  
Parent Linking Program (PLP) Job Description**

Title: Program Coordinator

**Position Overview**

This is a full-time grant position responsible for the supervisory oversight and coordination of the PLP that serves expectant and parenting teens in a school based setting.

The funds for this position has been made possible grant awarded to NJ Department of Children and Families (DCF) by the U.S. Department of Health and Human Services', Office of Adolescent Health's Pregnancy Assistance Fund (OAH PAF) to implement the NJ project Promoting Success for Expectant & Parenting Teens New Jersey (PSNJ). The PSNJ project allows NJ DCF to expand and enhance the NJ School Based Youth Services Program (SBYSP) Parent Linking Program (PLP) competent.

**Responsibilities:**

- Monitor program activities and service levels
  - Track and collect levels of services and program outcome data
  - Analyze levels of service and outcomes for continuous quality improve and model fidelity.
- Oversee supervision and operation of the childcare center and staff
  - Coordinate transportation services, as necessary for the custodial teen mothers/fathers and their children
- Facilitate program's involvement with its supporting community
  - Recommend individuals, organizations and systems for the program to network to facilitate services for participants.
  - Represent program on community level advisory boards
- Collaborate with other staff members, referral sources, and social support network to provide appropriate services to participants and their families.
- Hold regularly scheduled meetings with the Case Managers, Head Teachers and Caregivers.
- Oversee the coordination of case management and referral services for the program participants and their families.
- Collaborate with the DCF contracted PLP technical assistance provider, Prevent Child Abuse – NJ (PCA-NJ) to ensure model fidelity.
- Actively participate in OSLS and/or PCA-NJ meetings

**Qualifications:**

- An advanced degree in a health or human service field or a Bachelor's degree in a health or human service field and two years of experience.
- Experience working with expectant and parenting teens, children and families
- Knowledge of community organization and collaboration building.
- Excellence in written and oral communication
- Awareness of cultural diversity and its impact on planning and provision of services
- Ability to build relationships with persons at all levels of human services