

- Solicitation of funding proposals and development of service contracts in accordance with DHS requirements
- Monitoring and reporting of contract performance and expenditures
- Prepare reports to inform board of activities taking place and progress of contract goals

Finance:

- Maintain records/accounting for expenditures and work with fiscal agent on any discrepancies
- Monitor expenses to ensure maintenance of budget
- Prepare claim forms for contractors to submit for payment of services
- Prepare and present financial reports for board review
- Knowledge and experience in basic accounting principles and generally accepted rules.

Office Management/Communications:

- Maintain files/record keeping in accordance with state record retention guidelines and Open Meeting/Open Records guidelines
- Seek most economical way to keep program in operation utilizing volunteers, professional assistance and making sound financial decisions to maintain visibility in the community
- Act as a central area for information dissemination
- Use all available resources to inform community stakeholders of activities
- Preparation and submission of state progress reports, budget and annual plans.

Other:

- Provide orientation for new board members
- Communicate effectively with the board on community/local issues that promote positive child and family welfare and contract outcomes.
- Knowledge and basic understanding of Iowa code—current legislation related to funding initiatives.
- Knowledge of the education, health and human services, and their functions related to funding initiatives.
- Ability to use basic computer literacy skills: Microsoft Word, Excel, Publisher, Google Docs, Drive, Sheets, Sites, and various social networking and website maintenance.

Qualifications/Education Requirements

- Bachelor's degree in Human Services, or related field or a minimum of seven years of professional work experience in the fields of business development, health care administration, non-profit administration, community development, public administration, strategic planning and implementation, facilitating community coalitions, and community decision making processes.
- Completion of the required contract training provided by the Bureau of Service Contract Support within the first year of employment. Thereafter, one training course will be completed each year.
- Knowledge of the Child Welfare System including the functions and resources of the community organizations, agencies, and the providers;
- Experience in facilitating and supporting community coalitions and community decision-making processes.
- Ability to communicate effectively, orally and in writing;
- Present a business image to persons who have diverse interests and ideas;
- Ability to work with customer/client groups and/or experience in membership organizations;
- Use of personal automobile and have professional liability and other automobile insurance as required by law

To apply, send resume and cover letter to: *Kate West 1400 8th Ave. Belle Plaine, IA 52208* or *kcucebp@gmail.com*. Applications will be accepted until position is filled.

The Benton-Iowa Decat and CPPC Governance Board is an Equal Opportunity/Affirmative Action Employer.

**BENTON-IOWA DECATEGORYIZATION (DECAT) &
COMMUNITY PARTNERSHIP FOR PROTECTING CHILDREN (CPPC)
Coordinator Job Description**

Location: Benton and Iowa Counties

Job title: CPPC and Decat Program Coordinator

Reports to: Decat & Community Partnership for Protecting Children (CPPC) Board

Pay Range: Up to
\$34,221.10 annually

Type of position:
 Contractor

Exempt

General Description:

The Decat & CPPC Program Coordinator is responsible for promoting the goals and objectives of the Decat and CPPC Initiatives by organizing and promoting various initiatives in order to develop or improve local, individualized child welfare and child abuse prevention services for children and families in Benton and Iowa counties.

This position provides community leadership, managerial and administrative skills and is involved with a large number of community planning groups and organizations as well as service providers and various boards in accordance with Iowa Code. The Program Coordinator reports directly to the Decat and CPPC Governance Board.

Necessary Skills

Collaboration skills, communication, facilitation, networking, advocacy
Computer skills, familiarity with Google and Microsoft Office applications
Business management, fiscal reporting, contracting, compliance
Data informed decision making

Specific Responsibilities

Meeting Coordination, Facilitation and Representation:

- Attend stakeholder and community meetings such as county interagency, substance abuse coalition, Sexual Assault Response Team, Stepping Up, child abuse prevention councils, wellness coalitions.
- Prepare and present supportive materials, reports and agendas for board meetings
- Attend Regional and State CPPC and Decat meetings and trainings.
- Facilitate board functioning per Iowa code (i.e. develop agendas, use of parliamentary procedures, orientation, training, etc.).

Network Development:

- Provides public education and information for the causes of issues such prevention of child abuse and community needs; assists in the coordination of the public awareness campaigns
- Establish relationships and facilitate collaboration with community leaders, citizens, practice partners and numerous human service agencies.
- Maintain updated list of community stakeholders, agency leaders and other key community leaders involved with families and children
- Demonstrated skill in effective collaborations including: communication, facilitation, networking and advocacy.
- Encourage collaboration with all entities in the community that impact families and children

Contracting, Monitoring and Reporting

- Demonstrate knowledge and understanding of basic accounting and managerial skills including fiscal management, fiscal accountability and compliance.
- Develop and monitor annual budget
- Monitor and assist with the fiscal accountability for services provided by contractors.
- Manage contract with local fiscal agent to ensure accurate and timely budget and expense reports.
- Develop and submit annual reports per state requirements.
- In cooperation with the board, be responsible for performance measures and accountability.
- File reports to the State and DHS Service Area on all activities related to CPPC and Decat.