

**Northwest Missouri Regional Council of  
Governments**



***DRJP PROGRAM COORDINATOR JOB  
DESCRIPTION***

<b>Effective Date:</b>	January 2012
<b>Position:</b>	Disaster Recovery Jobs Program Coordinator
<b>Employment Status:</b>	Temporary, Full-time, Exempt
<b>Salary Range:</b>	\$27,000 - \$30,000, standard RCOG benefits package
<b>Position Summary:</b>	Manage a temporary, federally-funded program that places workers in flood recovery jobs in northwest Missouri. This position is grant funded, with an approximate duration of one year.

**Essential Functions\*:**

\*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Staff members will follow any other instructions, and perform any other related duties, as may be required by the Executive Director or Director of Workforce Development.

*Disaster Recovery Jobs Program*

- Meet with public officials in Andrew, Atchison, Buchanan and Holt Counties to determine public areas affected by the recent flooding requiring cleanup or rebuilding. Determine level of interest and need to utilize workers through the DRJP to facilitate recovery of these worksites. Coordinate with worksites to determine recovery tasks, skill requirements, equipment needs, and anticipated recovery duration.
- Market DRJP to eligible participants through the Missouri Career Center.
- Coordinate work to be completed with public officials, worksite personnel, program participants, and the employment agency serving as the employer of record.
- Coordinate the leasing and/or purchase of equipment and supplies for worksites and workers.
- Provide orientations to worksite supervisors on program rules and regulations. Complete all necessary paperwork for worksites as required by the program. Monitor all worksites for compliance with program rules and regulations.
- Track and maintain an inventory of equipment and supplies purchased or leased by the program.
- Assist individuals to be served by DRJP with registering the Missouri Career Center system, including assistance with completing documentation and data management system screens. Provide an orientation to the Disaster Recovery Jobs Program. Determine workers' needs for child care or transportation services within the guidelines of the program.
- In coordination with worksite supervisors, place eligible workers at flood recovery worksites. Coordinate physicals, immunizations, background checks and drug screenings of DRJP participants. Ensure that each participant receives worksite and safety orientation.
- Coordinate with the employment agency (employer of record) to ensure that all employees are approved to be at the worksite, including pre-employment screening, hours completed, hours available, wage and other information necessary.
- Track and enter into the data management system payments made to program participants, including wages paid, hours worked, injuries, missed days and supportive service payments.
- Maintain individual files for each worksite to include worksite agreements, orientation and safety logs, equipment requests, invoices, and other documentation required by the DRJP.

- Maintain individual files on all program participants, including documentation related to eligibility to participate, employment forms, timesheets, supportive payments and other documents related to the program.
- Refer potential participants to the Missouri Career Center to provide job search and training services to those who do not qualify for the Disaster Recovery Jobs Program or have successfully completed the work component of the DRJP.
- Compile and report DRJP data and participate in conference calls and meetings related to the program.

*Other General Duties*

- Assist other staff members with projects, programs and goal completion.
- Remain knowledgeable of other staff member's projects and policies of the Regional Council as a whole.
- Travel as necessary to appointments, trainings, workshops and other meetings.

**Minimum Qualifications:**

**Education:** High School diploma required. BA/BS in related field preferred.

**Experience:** At least two years of experience in personnel management, career counseling, or human resources preferred.

**Computer:** Basic to intermediate computer skills, including proficiency with Microsoft Office suite, and internet and email usage.

**Other:** Valid driver's license and auto insurance. Must provide own reliable transportation (mileage reimbursement provided). Must be legally eligible for employment in the United States. Must be able to access unimproved worksites without physical assistance.

**Skills and Abilities:**

- Ability to work as a member of a team that provides employment and skills development services to job seekers.
- Knowledge of area resources to assist counties, worksites and individuals with unmet needs to clean-up and rebuild their communities.
- Strong interpersonal and customer service skills, including an ability to conduct interviews seeking information that will assist in identifying needs and abilities.
- Ability to maintain accurate and organized records in an automated case management system. Ability to maintain records in an on-line, real-time environment.
- Exceptional writing and public speaking skills are required.
- Multi-tasking, organization, telephone and email etiquette, attention to detail, ability to meet deadlines, dealing with difficult clients and critical thinking are all paramount to this position.

**Work Environment:**

Approximately 60% of time on worksites and in communities affected by the flooding, traveling in Andrew, Atchison, Buchanan, and Holt counties. Approximately 40% of time in a climate-controlled office.

**Application Procedure:**

Applicants should submit a letter of interest and professional resume in Microsoft Word or Adobe PDF format as an email attachment to Kim Mildward, Director of Workforce Development: [kim@nwmorcog.org](mailto:kim@nwmorcog.org). Application deadline is January 18<sup>th</sup>, 2012. EOE.