Position Title: Campus-Based Coordinator for VDH grant: Support for Pregnant and Parenting Teens and Women Grant (3PL)

Department: Nursing, Franklin Campus

Length of Contract: This is a part-time, 12-month position.

Job Summary:

The Campus-Based Coordinator provides operational leadership for the implementation of a Virginia Department of Health sub-award grant. The Virginia Department of Health anticipates providing grantees with an opportunity to apply for two one-year extensions.

The purpose of the grant is to strengthen the academic achievement of pregnant and parenting students at Paul D. Camp Community College, resulting in an increase in the rates of retention, graduation, transfer to four-year institutions, and/or attainment of a workforce credential by connecting students to education services, health services, social services, and counseling or support services for sexual assault, domestic violence, or stalking.

The Campus-Based Coordinator reports to the Nursing and Allied Health Program Head and works closely with the 3PL Statewide Director, Program Specialist, and Program Evaluator, and the Nursing Program faculty/staff, as well as PDC staff in the Office of Student Support Services and the Safety Office on specific activities related to this project. The principal purpose of the position is to coordinate all aspects of implementing the grant to include the strategies, internal and external evaluations (i.e., incorporating evaluator recommendations into the project), quarterly and annual reporting, sub-recipient monitoring for allowable and allocable costs as well as effort certification, and disseminating results.

FUNCTIONAL RESPONSIBILITIES:

1. Provide day-to-day coordination and management of the College's 3PL grant, to include direct responsibility for adhering to the terms and conditions of the grant and facilitating activities that will result in achieving the outcomes for the project.

2. Collaborate with the Statewide Director, Program Specialist, and Program Evaluator on key strategies supported by the grant; contribute to the development of data collection and tracking instruments, program policies and procedures, and college-level needs assessments; assist with identification of appropriate expertise for state-level council of advisors; and contribute to development of policies and procedures regarding Pregnant and Parenting Peer Liaisons (3PLs).

3. Provide leadership for key tasks such as project management, records management, preparation of fiscal and progress reports, marketing, recruitment and placement, communications, and measurement of progress and outcomes.

4. Recruit, train, and supervise 3PLs
5. Identify gaps in programming and documenting existing college programming regarding domestic violence, sexual assault, and stalking, including that conducted in compliance with the Clery Act
6. Develop and implement events and programming
7. Interact and coordinate with individuals and groups impacted by the project: local partner organizations; Student Support Services; VCCS System Office and related groups
8. In collaboration with other college departments, provide oversight for the development and maintenance of a project website and outreach materials
9. Develop and implement an annual working calendar that ensures timely submission of reports and that the process occurs with the appropriate input, support, and approval of college and grant staff.
10. Ensure timely submission of required reports to state agencies as required.
11. Perform other tasks related to the grant project as assigned by the Nursing and Allied Health Program Head.

REQUIRED QUALIFICATIONS

1. Demonstrated ability to execute a grant-funded project.
2. Demonstrated ability to work collaboratively with a diverse array of individuals contacted in the course of the performance of the assigned duties.
3. Excellent oral and written communication skills.
4. Demonstrated ability to create, organize, and evaluate activities and written materials.
5. A record of successful leadership in a higher education setting, preferably in a community college environment.
6. Knowledge of and experience with federal, state, and local human services and health-related agencies.
7. Demonstrated understanding of and belief in the comprehensive mission of community colleges.
8. Education: minimally a Bachelor’s degree in a related field from a regionally accredited college or university is required. However, a Master’s degree in a related field from a regionally accredited college or university is preferred.
9. If a registered nurse a Bachelor’s Degree in Nursing required as well as a current unrestricted Virginia license to practice professional nursing.
10. Familiarity with HIPPA, ADA and 504 concerns, and FERPA regulations.

PREFERRED QUALIFICATIONS: As delineated in the required qualifications section.

HOURS: Varies, to include annual overnight travel within Virginia and occasional out-of-state travel to participate in any “out-of-state” training sessions with the VCCS central office, and/or VDH staff.

Application Process:
This position is open until filled. A Virginia state application must be received at the Human Resource Office, Paul D. Camp Community College, POB 737, Franklin, VA 23851. Paul D.
Camp Community College is an Equal Opportunity Affirmative Action Institution of Higher Education. Women, minorities, and the disabled are encouraged to apply.