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# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (877) 803-5509

FACSIMILE (205) 460-8015  
Human Resources

**Cynthia W. Burton**  
Executive Director

November 3, 2023

## **JOB ANNOUNCEMENT**

**Title:** Program Coordinator – Diaper Distribution Initiative (DDI)

**Location(s):** Tuscaloosa County

**Employment Classification:** Regular, Full-Time, Non-Exempt, Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** This is a Grade Level IV position on the CSP Salary Scale with a pay rate beginning at \$19.23+ per hour (\$40,000 year). Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 469-0389 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**Deadline to apply: Wednesday, November 15, 2023, by 5:00 p.m.**

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

**Community Service Programs of West Alabama, Inc.**

**Job Description**

**Job Title:** Program Coordinator – Diaper Distribution Initiative (DDI)

**Division/Department:** Special Projects

**Reports To:** Director of Compliance and Special Projects

**Exemption Status:** Regular, Full-Time, Non-Exempt, Safety-Sensitive

**Salary:** Competitive Based on Education and Experience – Pay starting at \$19.23 per hour

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**Summary of Position**

Program Coordinator for Diaper Distribution Initiative (DDI) coordinates activities designed to provide monthly distribution of diapers throughout the assigned coverage area, facilitate access to other community resources to improve quality of life for children and families and enhance partnerships with our agency. The activities associated with this grant are designed to increase accessibility to diapers for eligible children, aid in referring families participating in the initiative to access various community resources. The program has a particular focus on providing regular diaper distribution which will aid in protecting the health of the children recipients and contribute to families receiving resources to help with the proper development of the children. The DDI Coordinator conducts program activities, which include maintaining inventory of diapers, proper storage and delivery to designated sites for pick-up. Additionally, the DDI Coordinator inputs data into the FACSPRO system to document of the actual diaper distribution and provision of information and referral for services to families participating in the program. This staffer also performs outreach and engages in community partnerships, and responds to inquiries regarding the initiative and its family impact.

**Essential Duties and Responsibilities**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Coordinates diaper distribution activities, including but not limited to client enrollment, inventory maintenance and family access to needed resources and ensuring community partners provide the client information necessary to comply with program guidelines.
- Completes pre and post diaper distribution surveys.
- Reviews and communicates applicable regulations, standards or rules as it applies to the program area.
- Inputs data and prepares reports, using approved software applications, to track and monitor program compliance.
- Maintain up-to-date client files and records in accordance with program guidelines.
- Establishes, strengthens and maintains liaison relationships with community partners and other key stakeholders in the geographic service area.

- Links families to health and human services.
- Provides program specific information to consumers, healthcare providers and other service providers.
- Actively contributes to a positive work environment.
- Additional duties and responsibilities may be assigned by supervisor.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:**
  - Associate/Bachelor degree in Business Management, Social Work or related field required.
  - Previous experience preferred dealing with the public in program services.
  - Experience implementing basic education, planning, and the delivery of social services is desired.
- **Certificates, Licenses, Registrations:**
  - Valid Alabama driver's license.
  - Serviceable automobile with liability insurance.
- **Language Skills:**
  - Ability to develop and conduct information sessions.
  - Ability to communicate to diverse populations.
  - Ability to communicate verbally and in writing.
  - Ability to effectively present information to children and families.
  - Ability to communicate in large and small group settings.
- **Mathematical Skills:**
  - Ability to compute basic math such as addition, subtraction, multiplication and division, using whole numbers, fractions and percentages.
  - Ability to maintain product inventory throughout the program,
- **Reasoning Ability:**
  - Ability to define problems and draw valid conclusions.
  - Ability to process information in order to resolve and manage conflict.
- **Other Skills and Abilities:**
  - Must be proficient in all Microsoft Windows and other computer software applications.
  - Must maintain a high level of accuracy and attention to detail.
  - Must be able to develop and maintain good working relationships with members of the general public and co-workers
  - Must be organized in implementing systems and various duties of the program.

- Must be knowledgeable of community and municipal resources; and healthcare provider and housing networks.
- Must be knowledgeable of local, state, and federal laws, rules, and regulations as they apply to the implementation of the program.
  - Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
  - Must be capable of handling multiple tasks with time constraints.
  - Must be able to meet deadlines and follow through consistently.
  - Must be able to develop solid working knowledge of program database and reporting tools.

### **Physical Demands**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.

While performing the duties of this job, the employee is routinely required to drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities as needed.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The noise level is acceptable in the work environment. Work is performed indoors and outdoors.

Travel requires in-state travel.

Position may require the occasional exposure to undesirable conditions which may include heat, cold, and unclean environments.

Occasional lifting or moving objects up to 20 lbs.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

CREATED: 10/31/2023