AGENCY COORDINATOR JOB DESCRIPTION

Every agency participating in the FDM/Pathway project will have one person represented in the Design Team. This individual is designated as Agency Coordinator and has the following responsibilities:

- Function as the primary agency contact person with ICCS and Strategies;
- Assist Strategies to organize on-site technical assistance as requested.
- Represent the agency in the project trainings with ICCS and Strategies;
- In coordination with the County Coordinator represent the agency in county-wide Design Team meetings;
- Ensure the appropriate agency staff receives information, training and participates in the project;
- Maintain the FDM/Pathways project for the agency and ensure the data entry into the Matrix Creator or appropriate data base;
- Utilize the Matrix data for agency program evaluation and improvement;
- Follow protocols to successfully integrate the FDM/Pathways into the agency culture.

COUNTY COORDINATOR JOB DESCRIPTION

Each county selects a County Coordinator. Their agency will receive a mini-grant and contract with the CSUMB Foundation with these responsibilities:

- Function as the county-wide contact person with ICCS and Strategies;
- Assist Strategies and ICCS to communicate as needed with participating agencies;
- Assist with the selection of additional Design Team members to broaden prevention plans for path 1&2 families;
- Coordinate the participation of agencies in Design Team meetings.
- Assist Strategies and ICCS with communications and logistics for county-wide technical assistance and trainings;
- Edit the county-wide core set of Matrix indicators in the Matrix Creator;
- Facilitate a prevention planning process with the county Design Team using ICCS and Strategies assistance and guidance;
- Enter the prevention plans from the Design Team into the Matrix Creator or appropriate database.
- Conduct regular follow up meetings with Design Team partners to maintain compliance with FDM/Pathways evaluation protocols and ensure integration into agency culture;