

SIERRA COUNTY HUMAN SERVICES  
P.O. Box 265 / 202 Front Street  
Loyalton, CA 96118

Carol Roberts, PhD  
Director



**PUBLIC NOTICE**  
**In-County Recruitment**

**SIERRA COUNTY HUMAN SERVICES**

**Is recruiting for a**

**PROGRAM COORDINATOR -for the Student Assistant Program – (SAP)**

Sierra County Human Services is accepting applications for a Program Coordinator for the Student Assistant Program (SAP). This position will directly manage programmatic, fiscal and staff supervision, if applicable for the Student Assistant Program through Sierra County Human Services.

This class requires knowledge, experience and skills in human services program principles, design, implementation and evaluation.

Example of essential duties for this classification is as follows:

- Acts as liaison between students, parents, school staff, program facilitators, administrators, and community agencies and businesses regarding information, activities and services provided by selected school student assistance programs
- Analyze and make recommendations regarding the effectiveness of programs
- Participate in policy development and implementation
- Conduct community presentations and assessments
- Provide prevention services
- Provide records and report to Human Services Director, Assistant Director and other authorized agencies
- Work collaboratively with other community treatment and prevention providers
- Develop Human Services program plans
- Prepare written reports for state, federal and county agencies
- Evaluate program effectiveness and make recommendations for program improvement
- Work extensively with county service providers
- Other duties as assigned

-Sierra County Salary: \$3770.01 - \$4582.47 per month

-Application deadline is July 13, 2010.

-Please visit [www.sierracounty.ws](http://www.sierracounty.ws) for the job description and Sierra County Application.

-This is a Sierra County Recruitment