**Policy # FCSS-0212.17**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: AD HOC SPECIAL PROJECTS CO-ORDINATOR**

**DEPARTMENT: JOB DESCRIPTIONS**

**EFFECTIVE DATE: OCTOBER 5, 2017**

**FUNCTION:** The AD HOC SPECIAL PROJECTS Coordinator shall be appointed by and report to the FCSS/RCHHS Executive Director and has the responsibility of overseeing special projects. These projects will be limited to a predetermined length depending on funding.

***Duties and Responsibilities:***

1. Assist the Executive Director to assess and evaluate this program/projects effectiveness.
2. All other duties requested by the Executive Director and or Board Members.
3. Take educational opportunities as needed or recommended by the Executive Director.
4. Keep in-line with the approved budget.
5. Abide by all contractual obligations set forth by the funders if an approved grant is received.
6. Attend networking meetings as required.
7. Report any problems to the Supervisor
8. Complete all necessary documentation
9. Provide written reports on the program/project.
10. Performance will be supervised and evaluated on an ongoing basis by the Rimbey FCSS/RCHHS Executive Director.
11. Target- to have projects completed and money spent out by a predetermined date.

Revised/Reviewed Date: **May 30, 2019**

This policy shall be reviewed at the discretion of the Board but at least annually.