



## **PART-TIME SOCIAL SERVICE PROGRAM COORDINATOR**

### **GENERAL DESCRIPTION:**

- Supervises and monitors the day-to-day activities of the programming for participants in the Mercy House, Seniors, Food Distribution, and Affordable Transitional Housing (Maryland Oaks Crossing) programs.
- Weekly prepares and maintains various logs, records, statistical reports regarding participants receiving or referred to services for each program for marketing, grant writing and grant management purposes.
- Reviews case assessments for each client including a personalized action plan; reviews case files to ensure proper documentation of all case activities. Audits case management files to ensure compliance standards
- Coordinates with case managers, specific program managers and other community resources.
- Develops and maintains a database of relevant service providers including but not limited to food and clothing assistance, financial and employment assistance healthcare, mental healthcare, alcohol and drug treatment, etc. in order to facilitate the referral process.
- Keeps current list of social services available to area residents and provides information about how to obtain the services.
- Encourages clients to utilize, and supplies clients and staff with, notices of relevant community activities, resources, and services.
- Serves as liaison to other agencies in order to obtain/coordinate assistance on client's behalf; builds and maintains professional working relationships with community agencies; participates in partnerships with other agencies to provide to clients a wider range of assistance.
- Recruits and Manages volunteers
- Coordinates special events for the people served as identified.

**EDUCATION:** Bachelor Degree Preferred

### **Other Qualifications:**

- Good Computer (Internet, E-Mail, Microsoft Word & Excel), communications and writing skills
- Good work ethic and time management
- Knowledge of community resources for population
- Previous work in developing, coordinating and maintaining social service programs, preferred

Please send your cover letter and resume to [chevalb@goodnewsoutreach.org](mailto:chevalb@goodnewsoutreach.org).

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