Description: Social Services Coordinator - Johns Island

Position reports to: Director of Outreach and Education

Salary Range: $31,000-$36,000

Please submit a resume and cover letter to ryan.vrba@olmoutreach.org by Feb. 7, 2020.

Position Summary: This Social Services Coordinator under the direction of the Director of Outreach and Education will work in collaboration with the Social Services Manager and staff to provide a range of social services to Sea Island clients. This position is responsible for the development and implementation of social services programs which include, but are not limited to, client intake and eligibility assessment for the emergency assistance programs, identifying group curriculum and mentorship opportunities, leading groups, and working with clients on goal development through a case management model. S/he will also assist in the evaluation of these programs on an annual basis. This position will supervise interns and volunteers.

Social Services Coordinator Job Duties:

- Completes intake process for clients (Charity Tracker ID cards) for all services
- Interviews and evaluates client needs and eligibility for Emergency Assistance and other OLMCOS programs
- Develops goals and actions steps, through the case management process, with clients using motivational interviewing as appropriate
- Keeps accurate and detailed records and case notes for each client using agency mandated software or database with information entered on a timely basis
- Emphasizes and implements thorough case management with clients, continually grows skills relative to case management, and assists in ensuring that programs have a case management focus
- Completes purchase request for payments to vendors for financial emergency assistance
- Completes monthly reporting and tracks regular client success stories
- Assists clients with referrals to partner agencies
- Monitors and updates referral information to ensure accuracy
- Assists with grant reporting as needed
- Identifies and implements group curriculum to provide clients with opportunities for improved functioning and self-sufficiency
- Develops and facilitates group programs with an emphasis on peer support
- Participates in outreach off site as needed to identify new clients
- Manages a varying caseload supporting clients as they identify goals and actions steps
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed and attending required meetings and retreats
- Promotes OLMCOS’ mission, vision, and values, treating all people with dignity and respect.
- Supports teamwork among staff
- Participates and assists with special events and fundraisers as needed
- Assists/fills-in at the Johns Island site as needed
**Education/Certification:** Bachelor’s degree in Social Work, Counseling or similar. Master’s degree in Social Work preferable along with Social Work License; previous experience is strongly preferred but not required

**Skills/Qualifications:**

- Excellent knowledge of community resources
- Knowledge of behavioral health diagnosis and experience working with this population
- Ability to work in a fast-paced environment
- Ability to establish appropriate boundaries with clients
- Very good interpersonal skills
- Outstanding communication abilities
- Professional training in Social Work skills
- Computer literate including proficiency in Microsoft Office Suite 2010, databases, and internet.
- Fluency in Spanish is preferred, but not required

**FLSA Status:** Regular, Full Time

**PHYSICAL DEMANDS Work Environment:** Work is performed in a fast-paced and sometimes stressful, professional office environment with noise moderate levels. Position requires employee to effectively use a computer at a work station for long periods of time and to accommodate potentially frequent interruptions. Must be able to lift 15 – 20 pounds.

**SCHEDULE:** Business hours are Monday through Friday, from 8:30 a.m. to 4:30p.m with a half hour lunch. Our standard work hours may vary based upon position requirements. Additional hours may be required during peak times, which may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines. All work hours above standard hours must have pre approval of supervisor. Any changes to regular work hours on a long term basis require the approval of the executive director.