



Kingdom Builder's Family Life Center Announcement of Open Position

Community Outreach Coordinator

Posted: August 23, 2020

Position will start September 14, 2020

Salary: \$20 an hour

Reporting to the Executive Director

Classification: 25 Hours a week

Deadline: Open until filled

To get an application please visit our website at www.kingdombuildersfamilylifecenter.org

Submit a cover letter, resume, and an employment application: careers@kingdombuildersfamilylifecenter.org

Position Summary:

The Community Outreach Coordinator's primary responsibilities is to build strategic relationships, conduct a variety of outreach activities, and recruit and retain volunteers, coordinate all trainings for the programs, promoting the program throughout the surrounding areas, targeting low-income households who are at risk of becoming homeless or are homeless and in need of housing stability. Conducts community outreach to develop resources to families and individuals who have experienced trauma. Part of a multi-disciplinary team that provides case management, housing referral, financial counseling, and benefits services.

DUTIES AND RESPONSIBILITIES

- Provides street outreach, engagement, crisis stabilization, trauma-informed case management, and referral services for clients and their families
- Conducts initial street screenings, immediate needs assessments, and crisis stabilization
- As a member of the program case management team, provides information referrals, crisis intervention, and assistance with permanent housing placement for participants
- Assists case managers in conducting the comprehensive screenings and assessments to collect functional, environmental, financial, employment, housing, educational, and health information, as appropriate, to develop an Individual Success Plan
- Coordinates follow-up services with case management team; records all services provided
- Conduct Home Based Intervention services and life skills services
- Conduct supervised visitations at facility
- Performs tasks of Case Manager or Housing Specialist as needed
- Assists program staff in integrating development strategies and other evidence-informed practices to provide a holistic service approach including providing life skills through "teachable" moments
- Develop, perform, and assist with workshops pertaining to household needs
- Provide crisis intervention if needed, and make referrals to appropriate community resources
- Leads community outreach for program, represents KBFLC at meetings and developing community partners.
- Additional duties as assigned

Qualifications

ESSENTIAL REQUIREMENTS

- Must be able to pass a fingerprint clearance, background check, including criminal history, personal references, employment and education verification

- Bachelor's Degree in Social Services or related discipline, **Or** Equivalent combination of education and work experience (four years)
- Two years' experience working with veterans, people in recovery and/or homelessness individuals, families who have experienced various forms of trauma.
- Knowledge of community resources and case management.
- Proficient in Microsoft Office Suite, including: Outlook, Word, Excel, PowerPoint; familiar with Databases.
- Able to develop relationships with program participants, their families, and landlords, as well as a variety of service stakeholders (schools, health and public benefit agencies).
- Strong written and oral skills in the English language, able to accurately complete required reports and data entry.
- Able to perform under circumstances of possible emotional stress and conflict, including dealing with un-cooperative clients.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, with or without reasonable accommodation, including meeting qualitative and quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.
- Must have a driver's license and valid insurance.

KBFLC is a drug free workplace and equal opportunity employer. It is the policy of KBFLC to staff positions with the best qualified people regardless of race, color, national origin, age, gender, disability, or veteran status. In addition, policies that affect employees will be carried out without regard for these factors. Although everyone has a different potential, we all do better when we have an equal opportunity to succeed.

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You can also apply online at: www.kingdombuildersfamilylifecenter.org