

For My Baby & Me Program Coordinator

Full-Time

HomeFront Family Campus

Summary

The For My Baby & Me Program focuses on providing evidence based practices to families coping trauma caused by substance use disorders and homelessness. The Program Coordinator will interview and enroll guests in Campus programs; assure that all guests are maintained in an environment that meets the comfort, safety and security of each person in residence implementing strategies consistent with the philosophy of HomeFront and the HomeFront Family Campus; provide case management services with the specific objective of rehabilitation, relapse prevention, family unity, transition into permanent housing, stable living, and self-sufficiency; and will provide general staff support to Family Care Advocates and Family Care Workers.

Essential Job Functions:

- Conduct guest intake interviews and orientation
- Conduct, monitor and update in-depth needs and strengths assessment of guests
- Develop, monitor and update Action Plan
- Provide individualized intensive case management services for guests
- Develop and maintain updated resource lists of program and services
- Research community social services that are needed by program recipients and provide guests with appropriate targeted information and referral
- Lead and participate in joint casings of HFC guest with outside service providers
- Work cooperatively with other campus staff to insure smooth functioning of the HomeFront Family Campus Program
- Develop and maintain cooperative working relationships with other social service agencies and volunteers
- Provide skills building opportunities in medication self-management, rehabilitation, and relapse prevention
- Coordinates services for post-partum care and parenting skills
- Compile monthly statistics regarding clients
- Maintain a case management tracking system that is responsible to changes in client needs and service providers
- Coordinate transportations for resident as required by program
- Conduct monthly community meetings
- Develop curriculum and conduct life skills classes
- Inspect HFC and guest rooms for neatness, safety and sanitation
- Report to HFC Director all health or safety issues observed and maintain log of all concerns and their appropriate corrective actions
- Insure and protect agency, employee and client confidentiality
- Conduct in-house Case Reviews and Family Case Management meetings
- Conduct presentations to various audiences as assigned
- Readily available evenings and weekends for crisis management
- Other related duties as assigned

Job Competencies:

- Team Building
- Crisis Management
- Problem Solving/Analysis
- Planning skills
- Interview techniques and theories
- Documentation skills
- Knowledge of homelessness and poverty
- Family systems theories expertise
- Knowledge of local community services
- Written and oral communication proficient
- Strong Interpersonal skills
- Presentation skills

Technical skills:

- Intermediate Microsoft Office application

Requirements:

- Bachelor's degree and some Master's level course work in Social Work, Sociology, Psychology or related field, and/or five years of work experience in social services setting
- Certification in Alcohol and Drug Counseling
- Valid driver's license
- At least 25 years of age requirement to transport guests in HomeFront vehicles