

## **For My Baby & Me Program Coordinator**

**Full-Time - Day**

## **HomeFront Family Campus**

**Exempt**

### **Summary**

HomeFront is a Trauma Informed organization, and all interactions and care are provided with a Trauma Informed Approach.

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 For My Baby and Me Family Advocate and Family Care Workers.

### **Essential Job Functions:**

#### **Assessment**

- Conduct guest intake interviews and orientation
- Conduct, monitor and update in-depth needs and strengths assessment of guests

#### **Case Management and Planning**

- Develop, monitor and update Action Plan
- Provide individualized intensive case management services for guests
- Lead and participate in joint casings of FMBM guest with outside service providers  
Coordinates services for post-partum care and parenting skills
- Conduct in-house Case Reviews and Family Case Management meetings
- Conduct presentations to various audiences as assigned

#### **Resource Development**

- 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
- 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
- Offer skill building opportunities in medication self-management, rehabilitation, and relapse prevention
- Develop curriculum and conduct life skills classes

## **Data Collection and Entry**

- Compile monthly statistics regarding clients
- Maintain a case management tracking system that is responsible to changes in client needs and service providers
- Safeguard client information and maintain confidentiality

## **Secondary Responsibilities**

- Inspect guest rooms for neatness, safety and sanitation
- Report all health or safety issues observed and accurately document all concerns and their appropriate corrective actions
- Respond to evening and weekend crisis as needed on a rotational on-call schedule
- Other related duties as assigned

## **Job Competencies:**

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

## **Technical skills:**

- Apricot Database experience preferred
- Intermediate Microsoft Office proficiency

## **Requirements:**

- Bachelor's degree in Social Work, Sociology, Psychology or related field
- Master's level course work is a plus
- Certification in Alcohol and Drug Counseling
- Three years of work experience with the drug abuse/addiction population
- Three years working with the homelessness and poverty population
- Valid driver's license
- At least 25 years of age requirement to transport guests in HomeFront vehicles

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