Job Description:

**Dove-Homeward Bound Supportive Services Coordinator**

**GENERAL RESPONSIBILITIES**

The Dove-Homeward Bound Supportive Services Coordinator, under the supervision of the Assistant Director, is responsible for providing supervision for the Dove-Homeward Bound program support staff. The Dove-Homeward Bound Supportive Services Coordinator ensures agency policies and procedures are adhered to regarding client housing and supportive services. The Dove-Homeward Bound Supportive Services Coordinator is responsible for oversight of a system for delivery of services to clients in a manner that utilizes existing resources that lead to self-sufficiency and permanent housing for clients. Examples of such services include housing, job training, education, budget management, independent living skills, health care, and parenting skills. The Dove-Homeward Bound Supportive Services Coordinator must be an effective problem‐solver, be able to convey suggestions/ideas in a constructive, nonjudgmental manner, must be organized, and be efficient in time/work management. The Dove-Homeward Bound Supportive Services Coordinator will provide supervision to the Employment and Life Skills Specialist, Facilities Manager, Administrative Assistant, and Children’s Specialist.

**EXAMPLES OF WORK**

Provides direct supervision to the Employment and Life Skills Specialist, Facilities Manager, Administrative Assistant, and Children’s Specialist.

Reviews assessments and provides feedback to assist in client’s growth greater self- sufficiency and retention of permanent employment.

Participates in regular client staffing to address client progress

Meets regularly with employers to develop mutually beneficial relationships.

Assists with the development of materials consistent with program curriculum for life skills

Sits on the Decatur Job’s Council and sub-committee

Monitors the upkeep of the grounds, buildings, and agency vehicles

Approves all supply orders

Reviews and approves all vendor contracts

Meet with landlords, property owners as necessary

Reviews and approve staff weekly schedules

Schedules front desk coverage

Reviews and approves the monthly job’s list for distribution

Reviews and approves the monthly client newsletter

Assists with program grant writing, grants reporting, and budgets

Document client direct and indirect contacts in HMIS

Monitor electronic documentation of supportive services staff

Complete file audits on all Life Skills and Jobs Club clients, ensuring client files are complete, including appropriate information releases, file documentation, proper computer database entry, and related correspondence.

Participates in staff meetings and trainings as scheduled.

Performs related duties as required.

**QUALIFICATIONS**

Applicants should have at least three years successful experience in management of human service or housing projects, including interagency programming, and personnel supervision. An academic degree in a related field may substitute for experience. Applicants should have good problem solving and time management skills, knowledge of consumer skills, job readiness, housing and home management, health, and well-ness information. Applicants should be self-directed, flexible individuals who can function smoothly under stress. Applicants should be self-assured and have the demonstrated ability to build and sustain cooperative relationships among individuals and organizations.

Applicant should have basic proficiency with calculator, keyboard, Microsoft Word, Excel, & Outlook. Applicant should have experience with computer appointment systems, data entry, and business writing. Applicant should demonstrate the ability to work on projects independently with strong personal organization.

Applicants should have effective communication skills and should be able to work in a cooperative team atmosphere and function smoothly under stress. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**SALARY AND BENEFITS**

The introductory salary range for this position is from $45,000-$50,000 per year with raises available each July 1st based on availability of funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life & disability insurance, direct deposit, matching retirement, and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. This employment is contingent upon continued funding for this position. The Dove-Homeward Bound Supportive Services Coordinator reports to the Assistant Director. A program office is located at 788 East Clay Street. This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

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