



Title: Social Services Coordinator
Program: The Salvation Army Ray and Joan Kroc Corps Community Center
Coeur d'Alene
Reports to: Ministries Director
Status: Exempt
Salary: DOE

The Salvation Army Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Position Summary:

The Social Services Coordinator, (SSC) determines the need for basic social services required by clients in accordance with defined policies and procedures. The SSC will develop and carry out individualized and group service plans. The SSC will provide information about available services and arranges for referral of clients to appropriate departmental or community human services resources. The SSC is responsible for managing the KROC Center Scholarship Program. The SSC will coordinate social service program activities throughout the KROC Center in an effective and efficient manner that is consistent with the mission of The Salvation Army. The position will entail the management of student interns, government contracts and assistance programs funded by public agencies and The Salvation Army.

Duties and Responsibilities:

Serve under the direction of the KROC Corps Community Center Ministries Director.

1. Oversees all aspects of the KROC Center Scholarship Program. To include the processing of applications, the awarding of scholarships, the establishment of criteria for accessing and retaining a scholarship, all appropriate record keeping related to the scholarship program.
2. Develop and give oversight to the KROC Center Life Skills Education Program. To include the development of appropriate life skills classes, the recruitment of classroom instructors, the scheduling of classes, the acquisition of appropriate class materials and supplies, and the establishment of participation goals and rewards for clients.
3. Develop and give oversight to a program of coordination with appropriate partner agencies throughout our service region. To include arrangements for both direct and indirect referral and an appropriate process of payment for services. Also to include development of mutually supporting partnering opportunities to better serve clients within the service region.

4. Represent The Salvation Army on social service coalitions and community planning groups related to social services.
5. Responsible for, in coordination with the Development Department, for developing funding resources through contracts and grants. All contracts and grants must be presented for review to the KROC Business Director before submission to any public funding entity or foundation or other contractual/grant making group.
6. Responsible for developing, updating and maintaining a KROC Center Program Policy and Procedure Manual for the Social Services Department.
7. Responsible for maintaining and interpreting data related to the maintenance of Social Service programs and records.
8. Responsible for supervising and managing seasonal social service programs. Including Holiday assistances, Community and Corporate sponsorship programs, Gift-in-kind programs and Partnership Programs.
9. Responsible for conducting general practice social service casework. Serving as the initial point of contact for financial aide requests, client assessments, advocacy for clients, delivery of service and appropriate referrals.
10. Responsible for the initial screening of requests for financial aide from KROC Center staff. Appropriate requests to be referred to the Employee Care Committee.
11. Responsible for coordinating program activities with other KROC Center Staff/Programs.
12. Responsible for maintaining appropriate client files, management reports, necessary forms etc.
13. Responsible for monitoring the distribution and collection of donations in compliance with Salvation Army policy and procedures. A gift-in-kind report is due monthly to the finance office.
14. Responsible for working with the Volunteer Coordinator in the recruitment, training and supervision of appropriate volunteers for social service functions.
15. Attend KROC Center Managers Meetings and other meetings as assigned by your supervisor.
16. Perform other duties and assignments as directed by your supervisor.

General Qualifications and Proficiencies:

- A minimum of five years experience in the Social Work field. A minimum of a Bachelor's degree in Social Work.
- Computer proficient.
- Knowledge of and sensitivity to the Ministry Goals of The Salvation Army.
- Excellent attention to detail.
- Ability to balance multiple tasks at once.
- Willingness and understanding of working weekends and evening hours.
- Must be a team player.
- Able to work with all ethnic and socio-economic populations.
- Ability to handle sensitive and confidential information with discretion.

Physical Requirements:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.

- Ability to grasp, push and pull objects and reach overhead.
- Ability to lift up to 25 lbs

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

General Statements

The above is general in nature and is not intended to be exhaustive.

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I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

Special Comments:

I understand that I will be covered by Workers’ Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

IS THERE ANYTHING THAT WOULD KEEP YOU FROM MEETING THE JOB DUTIES AS OUTLINED: YES () NO ()

Employee’s Signature

Date

Supervisor’s Signature

Date