

Holly City Help

Job Description

Center Coordinator – Full-Time

Major Duties and Responsibilities:

Serve in a leadership capacity by building partnerships with local service providers, organizations, and agencies with existing networks on the County and State levels. Convene and manage a coalition of representatives to develop strategies to address client needs among targeted community area.

Serve as regional expert on outreach, resource and community involvement. Work closely with the Outreach Worker and Case Worker to ensure that the community is represented in all aspects of community assessments. Promote involvement of the targeted community in all sponsored and/or held community events, programs, and services. Serve as spokesperson and media contact for community issues. Establish and manage Holly City Help Center which reports to the Millville Collaborative Steering Committee. Work closely with the targeted population and existing networks to ensure that client needs are met.

Knowledge, Skills, and Abilities:

- Make business-based decisions
- Maintain accurate files
- Submit timely and accurate reports
- Meet timelines
- Follow-through on assignments
- Apprise Steering Committee of status
- Provide viable & innovative solutions to problems
- Attend meetings/trainings
- Adhere to approved policy/procedure
- Represent the Collaborative in a professional manner
- Make effective presentations
- Pro-actively and assertively addresses issues as they arise
- Perform other duties as assigned

Minimum Qualifications:

Bachelor's Degree or equivalent combination of education and experience and three years related work experience. Valid NJ driver's license and reliable transportation. Other desirable qualifications: Proficiency in written and spoken English (and Spanish preferred). Proficiency in partnership development and management. Public speaking experience. Must be subject to a background check. Millville resident preferred, resident of Cumberland County required.

Salary:

\$36,400 annually; \$20 per hour x 35 hours per week

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Job Description

Community Outreach Worker – Full-Time

Major Duties and Responsibilities:

Community based outreach includes working in a targeted area; visiting various types of residential or housing facilities with the purpose of providing education and/or engaging high-risk populations into treatment. Street outreach may include distributing materials in the parks and other places the target population is known to congregate or frequent, with the purpose of providing educational and resource information and/or engaging potential clients into the program.

Home visits are often essential and the primary service provided by the outreach worker may be in the home to provide parenting education and supervision, support to the homebound or disabled, or to provide non-psychiatric crisis intervention. The role of the outreach worker is often to help a client build a support system, bridge gaps in the service plan by making appropriate referrals and monitoring the client's progress in following through with recommendations. Documentation of the needs assessments and service plan reviews need to be completed according to agency policy. Maintain progress notes and other documentation as required for client records and statistical reporting. Highly variable and may be very stressful working in private homes and outreaching on a street and community level. The outreach worker needs to use good judgment regarding safety.

Knowledge, Skills and Abilities:

- Thorough understanding of the client population and the goals of the program (e.g. diabetes and overweight children, parenting skills with teen mothers, or case management for clients returning to the community from incarceration)
- Experience working with diverse populations, responding to cultural and social issues while maintaining client respect and dignity.
- Good understanding of sound ethical principles, confidentiality, and ability to establish strong boundaries to maintain a professional relationship at all times
- Knowledge content of the program needs to be not only well understood, but also articulated by the outreach worker.
- Gain training and certification of Needs Assessment Evaluation Tool sponsored by the State of New Jersey, Department of Human Service, Division of Child Behavioral Health Services.

Minimum Qualification:

An Associates Degree in Human Services is preferable. A high school diploma or GED is required. Two years of experience in the Human Service field or one year of experience with the specific population is sought. Multicultural and/or bilingual capabilities are highly desirable. Interpersonal skills and writing skills are essential. Must have a valid NJ driver's license and reliable transportation. Must be subject to a background check. Millville resident preferred, resident of Cumberland County required.

Salary:

\$27,300 annually; \$15 per hour x 35 hours per week

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Job Description

Case Worker – Part-Time

Duties and Responsibilities:

Under general supervision, counsels and aids at-risk individuals and/or families requiring one or more forms of social services; interviews clients experiencing problems with personal and family adjustments, finances, employment, food, housing, physical and mental impairments, and/or similar areas; secures and evaluates applicable related information; refers clients to community resources and other organizations.

Within an office setting, interviews clients with problems such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of need.

Secure information such as medical, psychological, and social factors contributing to client's situation; evaluates these together with client's strengths. Counsel clients individually, in families, or in other small groups regarding plans for meeting needs, and aids clients to mobilize inner capacities and environmental resources to improve social functioning. Help clients modify attitudes and patterns of behavior by increasing understanding of the nature and source of personal problems and by identifying and building on personal strengths.

Refer clients to community resources and other organizations as indicated; may determine or participate in determining client's eligibility for financial assistance. Compile records and prepare reports; develop and/or review service plan and perform follow-up to determine quantity and quality of service provided client and status of client's case. Accesses and records client and community resource information, manually or using personal computer, to input and retrieve information. May work in collaboration with Center Coordinator and Community Outreach worker. Perform miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities:

- Ability to gather data, compile information, and prepares reports.
- Skill in the use of personal computers and related software applications.
- Interviewing and psychological/developmental evaluation skills.
- Records maintenance skills.
- Knowledge of psychosocial interviewing and counseling techniques.
- Ability to counsel patients and/or families in life management and coping skills.
- Ability to coordinate quality assurance programs in area of specialty.
- Knowledge of community support services and funding agencies.

Minimum Qualification:

High school diploma or GED; at least 3 years of experience that is directly related to the duties and responsibilities specified. Must be subject to a background check. Millville resident preferred, resident of Cumberland County required.

Salary:

\$10,400 annually; \$10.40 per hour x 20 hours per week