

SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this position is responsible for the development and coordination of outreach programs and services available at the New Hope Community Center to residents of the Poughkeepsie Housing Authority. These services are provided through the use of community agencies and volunteers and this employee is responsible for the monitoring of these services and for recruitment of residents to take advantage of these services. Work is performed under the general supervision of the Executive Director with latitude permitted for the exercise of independent judgment.

TYPICAL WORK ACTIVITIES:

1. Promotes the New Hope Community Center and recruits participants;
2. Writes grants and proposals for additional funding;
3. Meets with community agencies, i.e. Social Services, Literacy Volunteers, United Way, etc., to coordinate services for residents;
4. Meets with residents to plan for the provision of needed social services and works with community agencies to coordinate the provision of these services;
5. May represent the Poughkeepsie Housing Authority at community meetings and serve on community organizations;
6. Assists in the coordination of service delivery for families, including case management and child care;
7. Prepares reports of activities as required by the Executive Director and funding sources;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the social conditions facing the economically disadvantaged; good knowledge of community resources and facilities available to meet the needs of the low income residents; good knowledge of community organization; working knowledge of word processing software packages; ability to plan, direct and supervise the work of others; ability to communicate both orally and in writing; ability to establish and maintain effective relationships with a variety of individuals and groups, including tenants, community groups, HUD officials, etc.; initiative; resourcefulness; leadership; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Social Science, Psychology or a related field;
- OR: (B) Four years of progressively responsible work experience in a human service or social services agency or organization which included significant (50% or more) time in program planning and development;
- OR: (C) An equivalent combination of training and experience as listed in (A) and (B) above.

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ADOPTED: 06/18/96