DEPARTMENT: Catholic Charities

JOB TITLE: Social Service Coordinator
Full time Position: 40 hour/week
Salaried/Exempt
Eligible benefits

REPORTS TO: Executive Director

Position Purpose/Summary: To effectively administer the social service programs and services offered by Catholic Charities in accordance with the agency service philosophy and mission

Duties and Responsibilities:

- Supervise social services case management staff and BSW student interns
- Coordinate, and evaluate social services, including all policies and procedures
- Support Executive Director in exploring funding possibilities to expand social services programs
- Monitor client direct financial assistance expenditures and complete monthly financial and performance outcome reports to funders
- Coordinate emergency fuel assistance programs and various holiday and back to school initiatives for clients
- Oversee the administration of financial education courses and rental workshops
- Ensure the accurate and timely entry of client level data into HMIS and data quality maintenance
- Interface, where needed, with other stakeholder agencies and organizations.
- Work with long term recovery groups for disaster relief as needed
- Complete intake assessments and provide housing stabilization services as needed
- Conduct outreach to various community providers to raise awareness of programs and maintain current partnerships/collaborations


Required Skills/Experience:
- Exceptional communication skills- both verbal and written
- Excellent working knowledge of Microsoft Office programs
- Experience working with diverse populations and crisis response
- Preferred knowledge of area resources, housing, and prior experience working with homeless individuals and families
- 1-2 years supervisory experience a plus
- Bilingual (Spanish/English) is a plus

Send Resume and Cover Letter to: Kathryn Buckley-Brawner
Catholic Charities Agency
65 Elliot Street
Springfield, MA 01105