



Position Title: MDC Single Stop Site Outreach Coordinator
Reports To: Project Coordinator
Department: MDC Single Stop Centers
Prepared By/Date: Theodore Levitt/07-6-2010
Approved By/Date: Barbara Pryor/05-08-2012
Revised: Donna French/05-08-2012

Job Code: 0138
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The Site Outreach Coordinator is responsible for outreach to potential clients, benefits screening, counseling clients through the application process, and referring clients to external service providers for legal and financial counseling.

Essential Duties and Responsibilities:

- Oversees the management of day-to-day site operations for the Single Stop Site
- Supervises student and volunteer assistants
- Conducts intake and develops assessment for MDC/Single Stop clients
- Organizes and facilitates referrals to partnering agencies
- Conducts follow-up with both clients and partnering agencies regarding referrals and outcomes
- Plans, schedules, and coordinates client appointments with legal and financial service consultants
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge in providing counseling services to target client populations
- Knowledge working with large client population, specifically low-income families, and individuals
- Knowledge and proficiency in Microsoft Office applications
- Possess strong understanding of support programs and ability to make proper referrals
- Possess strong oral and written communication skills
- Ability to maintain a flexible work schedule that may include working evenings and weekends
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Education, Psychology or Social Work and five (5) years of experience working with low income families or related social work; or Master's degree in Education, Psychology or Social Work and one (1) year of experience working with low income families or related social work

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name