



Job Title: Social Services Coordinator

Reports to: Executive Director and Clinic Director

The Social Services Coordinator has a unique combination of skills, gifts and abilities that include developing relationships with clients by providing one on one advising and when possible move the client to a mentoring relationship. This position is also a representative to other community organizations with the purpose of developing collaboration and recognition within the community.

Responsibilities: Program Support

1. Ensure consistent support in the clinic by providing advising services as needed
2. To be a representative to other community organizations to network and share the services that Alternatives provides
3. To be a resource for Alternatives clinic regarding community resources
4. To assist the Clinic Director in keeping up to date resource information as it relates to the "Resource Book"
5. To assist the Clinic Director in providing quarterly in-services to the Clinic volunteers
6. Actively pursue client follow-up per clinic standards
7. Assist in creating new outreach methods and opportunities
8. Assist the Clinic Director in the training and mentoring of all new advisors
9. To provide the volunteer staff with information and education of community resources
10. Develop and organize Mom to Mom sales to benefit the clothing room

Administrative

1. Assist Administrative Assistant and Clinic Director with client data entry using current on-line system
2. Maintaining a community organizational awareness
3. Have a clear understanding of Policy and Procedures

Qualifications:

1. Member or regular attender at a Bible-based church
2. High school diploma/GED
3. In full agreement with Alternatives' Mission, Faith Statement and Principle statements
4. Strong pro-life convictions
5. Demonstrated leadership ability
6. Previous experience with Faith based non-profit a plus
7. Interpersonal and problem resolution skills
8. Organized, self-motivated
9. Computer skills, including MS Office, e-mail
10. College or equivalent experience a plus
11. Ability to speak Spanish is a plus
12. Understands importance of and is able to function within HIPAA regulations