

JOB DESCRIPTION: FAMILY LIFE COORDINATOR-MIAMI

Department:	Single Moms
Reports To:	Supervisor of Single Moms
Recruited By:	Executive Director of Single Moms/Vice-President of Programs
Approved By:	Executive Director of Single Moms/Vice-President of Programs
Status:	Full Time
Classification:	Non-Exempt

JOB SUMMARY

The Family Life Coordinator is responsible for day to day administrative tasks on the campus and onsite management of program clients, ensuring their adherence to program rules and expectations, assisting in meeting their specific needs whether through direct provision of services or through referral to community resources. The ability to work with other team members in making on the spot decisions and taking actions as a representative of the organization is essential.

ESSENTIAL DUTIES AND FUNCTIONS

- Work cooperatively with Supervisors and Team members to coordinate intake decisions, complete client admissions paperwork and orientation.
- Assist in the management of the household, i.e., ensuring program guidelines are followed, schedules are implemented, household needs met, manage budget within guidelines with accompanying paperwork, and safety procedures followed and documented.
- Develop and oversee plans of service, money management plan, service reviews and maintain client files.
- Provide for special needs of client families as prescribed by plan of service.
- Coordinate weekly classes to include arranging for meals and childcare.
- When appropriate facilitate/teach classes in various topics including Parenting, Money Management, Job Skills, Health Issues and other topics encouraging personal and spiritual growth, including the New Start curriculum.
- Lead/participate in weekly team meetings, case conferences, individual meetings with supervisor, staff therapeutic community meetings and general staff meetings.
- Understand and support the principles and concepts of therapeutic community among staff and clients.
- Schedule regular treatment team meetings for each family using proper forms for documentation of each client's progress.
- Report any non-compliance issues with agency policies or expectations regarding facilities, programs and personnel to the Supervisor/Executive Director of Single Moms.
- Coordinate, support, and assist in Single Moms' special events and holidays to include the streamlining of Christmas efforts.
- When requested host volunteers, tour groups and visitors and give presentations to churches, civic groups, etc.
- Support Single Moms Supervisor in the recruitment and management of mentors and volunteers.

- Represent the Agency at various profession or community organizations as requested.
- Assist in departmental training programs
- Participate in training opportunities to stay abreast of innovative ideas and tools available in the field.
- Maintain flexible schedule to be available to meet with clients in evenings or weekends when necessary
- Keeps schedule of campus events.
- Office management duties to include answering phones, following up with inquiries, and organizing mail for all campus programs.
- Ensure sufficient supplies of office materials and equipment are maintained.
- Oversee worker order request, implementation and track metrics.
- To perform such other duties as assigned by Supervisor of Single Moms.

MINIMUM QUALIFICATIONS

- Be at least twenty-one (21) years of age.
- Bachelor's degree in social work or related field or equivalent related professional experience.
- Two years of professionally related experience is required.
- Has and will maintain a current driver's license with a satisfactory driving record (6 points or less).

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Have the ability to assess needs and determine suitability of placement for families requesting admission to the Single Moms Program.
- Must possess a good understanding of healthy family dynamics, conflict resolution, problem solving, interpersonal relationship skills and child development.
- Have the ability to relate positively to families needing support services and have the ability to establish nurturing, positive relationships.
- Have the ability to observe and make accurate assessments of situations.
- Have the ability to work with frequent interruptions and in stressful situations; ability to respond in crisis situations.
- Have the ability and skill to be able to develop the plan of service for each family coming into care at the Single Moms Program.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.

- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and or computer equipment).

WORK ENVIRONMENT

These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____