

CARE COORDINATION ASSISTANT

PURPOSE OF POSITION

To serve the church by providing opportunities for Christians to coordinate holistic care for shelter guests, clients, and students.

RESPONSIBILITIES

- Assists in volunteer training for care coordinator positions.
- Assists in managing the schedule of care coordination volunteers.
- Meets with shelter guests and Forge service phase students as needed, completing thorough assessment at the initial meeting and setting measurable, objective goals to guide an established plan of care.
- Ensures that relevant information is gathered from all shelter guests or clients who have a meeting, and appropriate documentation is completed.
- Ensures that guests and clients are seen in a timely fashion as scheduled.
- Prays with guests and clients.
- Collects results from physical and mental health screenings and makes appropriate referrals.
- Oversees Care Coordination at Washington Family Hope Center.
- Attends weekly staff meetings with the Outreach Center Director and other Outreach Center staff members and the Forge staff meeting, at the discretion of the Care Coordination Director.
- Develops annual goals with the Director of Care Coordination.

ORGANIZATIONAL RELATIONSHIPS

- The Care Coordination Assistant reports directly to the Director of Care Coordination.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized, and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Computer knowledge, including light database, internet, and word processing operations.
- Proficiency in Gmail operation, including Google Calendar and Google Drive operations.
- Proficient with Microsoft Office operations.
- Compassion and resourcefulness to meet individuals' needs.
- A servant's conduct.