

NEIGHBOR CONNECT COORDINATOR/CARE COORDINATOR

PURPOSE OF POSITION

To serve the church by connecting one neighbor's need to another neighbor's skill and by providing opportunities for Christians to coordinate holistic care for shelter guests, clients, and students through Care Coordination.

RESPONSIBILITIES

- Discover community needs through outreach to social workers and other professionals caring for the poor.
- Thoroughly assess and validate needs, including a personal interview with the client.
- Train volunteers as needed to assist with the program execution.
- Connect personally with new Neighbor Connect volunteers and their pastors.
- Post open and closed Neighbor Connect cases to the website.
- Connect volunteers with clients and serve as needed to complete individual projects.
- Document assessment of and progress of each case in Charity Tracker.
- Meet regularly with and develop annual goals with the Care Coordination Director.
- Attend weekly staff meeting.
- As needed, assists the Care Coordination team with daily activities, including meeting with shelter guests and Forge students to assess, set goals, and establish plans of care.
- Assists with weekly physical and mental health screening day.

ORGANIZATIONAL RELATIONSHIPS

- The Neighbor Connect Coordinator reports directly to the Care Coordination Director and works alongside the care coordination staff.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Investigative.
- Wide range of interpersonal skills.
- Public speaking skills.
- Proficiency in Gmail operation, including Google Calendar and Google Drive operations.
- Proficient with Microsoft Office operations.
- Ability to enter and edit data in Microsoft Access.
- Ability to lead groups in work projects.
- Ability to enter notes in Charity Tracker.
- A servant's conduct.

HOURS

- Monday through Friday, 8:00 a.m. - 4:00 p.m.