

MARINERS INN

Title:	Service Coordinator	Effective Date:	09/01/2000
Classification:	Non-exempt		
Status:	Fulltime	Reviewed Date:	07/1/13, 3/5/15, 8/23/16, 12/6/2016, 12/20/2017,11/15/2018
Reports To:	Director of Recovery Housing/Aftercare	Revised Date:	02/07/2018
Supervises:	None		

Responsibilities:

- Orientation of new clients into the Extended Residency Program.
- Coordinate services provided by other agencies with individualized program goals.
- Maintain accurate, updated records.
- Establish and maintain linkages with agencies that provide auxiliary services.
- Responsible for developing a plan of action for each client entering the program to become employed or obtain a source of income.
- Assist clients with income related issues including assistance with obtaining benefits such as SSI or SDA
- Provide and track distribution of bus tickets
- Input Progress Notes in FYIdB
- Responsible for referrals to public and private agencies for service and/or employment and training purposes.
- Conduct regular house meetings and record issues to be addressed with other staff members.
- Provide life management skills training.
- Conduct individual and group sessions as needed.
- Coordinate and monitor the progress for clients enrolled in the Social Enterprise Program
- Monitor re-employment training and effective communication with community and employment agencies seeking the services of clients enrolled in the program.
- Participate in multi-disciplinary treatment team meetings.
- Participate in in-service training sessions designed to promote professional development.
- All other duties as assigned by the Director of Recovery Housing
- Fee-for-service monitoring.
- Ability to lift 15-20 lbs.
- Ability to stare at computer for hours at a time.

Qualifications:

- Bachelor's Degree in Social Work or related field preferred, Certification in Social Work with 3 to 5 years' experience accepted.
- Composition and interpersonal skills sufficient to complete all required documentation and correspondence.
- Ability to network with other agencies, programs, etc., that offers assistance in training, education or employment.
- Training and/or experience in substance abuse treatment. Familiar with AA/NA
- Ability to meet the physical, mental and emotional standards of the job.
- Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons and equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers clients and the general public.

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by August 31, 2019. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.