

Coordinator of Community Services
Job Description

Reports to:

Director of Temporary Assistance

Employment Status:

Non- Exempt/Full Time

Qualifications:

- **Required:** Associate in Applied Science Chemical Dependency Practitioner **Preferred:** Bachelor's Degree or Master's Degree in Social Work, Human Services, and Certification for Chemical Substance Abuse counselor.
- Demonstrated experience and knowledge of issues affecting individuals with chemical dependence. i.e.: alcohol, addictions, domestic violence, family relationships and mental health.
- Minimum of two years demonstrated skills in assessment and referral counseling.
- Knowledge of confidentiality/HIPPA laws.
- Demonstrated ability in written and oral communications and public speaking.
- Experience in customer service and coordination.
- Knowledge of, and experience with computers to include word-processing, databases.
- Current and valid NYS driver's license.

Job responsibilities

- Screening every TANF recipient and family to identify the alcohol/substance abuse and determine its relationship to domestic violence, mental health, criminal justice matters and family/child issues.
- Coordination of services to be provided for those exhibiting substance abuse, domestic violence, mental health, family services, and court appointed.
- Determine with the recipient/family the needs of the recipient/family and make the appropriate referrals with established goals
- Obtain releases, make all appropriate contacts, obtain in writing admission dates, discharge dates, plans and summaries, diagnosis, status in program and prognosis form all treatment agencies and involved family members
- Coordinate, plan and direct case conferences involving internal staff and representatives for each involved agency to discuss common direction/plan for recipient and/or family.
- Maintain confidentiality of clients seen in counseling or referred.
- Monitor, link and advocate to assure compliance of recipients with all appointments as decided upon in his/her plan
- Document, evaluate and report progress weekly, monthly to The Director of Temporary Assistance
- Perform any other related services as determined.