

Alternatives For Girls - Job Description

Job Title: Resource Center Coordinator
Reports to: OES Director
(Full time 30-40 hours per week)

Department: Outreach & Education Services
FLSA Status: Non-Exempt

DESCRIPTION: Under the direction of the OES Director, the Resource Center Coordinator will coordinate daily Resource Center operations including but not limited to scheduling, partnerships, volunteer supervision, resource management, data collection, and reporting and other duties as assigned. The Resource Center Coordinator will also facilitate outreach shifts as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Client-Centered Activities

1. Provide needed resource information, referrals, advocacy, and/or other assistance as is appropriate, such as concrete assistance, problem-solving, transportation, etc.
2. Meet crisis intervention needs of participants.

Administrative Activities

1. Assist in development of policies, procedures and evaluation for Resource Center operations, especially but not limited to a volunteer training manual.
2. Train and supervise volunteers.
3. Assist in management of program budget, grant report writing.

Documentation

1. Create and maintain electronic data management systems, including manuals and training plans.
2. Maintain client records to provide intake support for participants.
3. Insure documentation and data entry for all Resource Center endeavors.
4. Assist with maintaining client files.
5. Compile statistics and complete narratives that contribute to monthly, annual and other reports.

Intra- & Inter-Agency Relations

1. Participate actively as a member of the Outreach and Education Service team and assist in facilitating effective working relationships with staff in other agency components.
2. Participate in community activities and assist in the distribution of community education/public relation's materials.
3. Help develop and nurture strong relationships with other agencies in order to insure client access to needed services. Participate in at least one community coalition.
4. Represent AFG in a professional and positive manner at all times.

EDUCATION and/or EXPERIENCE

1. Bachelor's degree in Social Work, Criminal Justice, Sociology, Psychology or Guidance and Counseling preferred and/ or two years minimum experience coordinating resource services.
2. Two years experience working with and knowledge of girls and women who are homeless/ runaway, addicted to substances, at-risk for HIV/ STIs, engaged in commercial sex work, involved in gang activity, violent behavior, domestic violence, school truancy, sexual activity and other high risk behaviors.
3. Proven experience creating and managing electronic (web-based preferred) data management systems and gathering instruments.
4. Excellent skills in client intervention, assessment and documentation.
5. Experience working with culturally diverse populations.
6. Familiarity with Detroit community and community resources.

General Qualifications:

1. Flexibility, reliability, stability and consistency in job performance.
2. Ability to handle crises, maintain confidentiality, and tolerate stress professionally.

3. Excellent communication and networking skills.
4. Willingness to maintain a flexible work schedule, hours generally are Mondays through Fridays, afternoons and evenings. Some weekends.
5. Experience with data entry and word processing necessary.
6. Valid Michigan driver's license, excellent driving record and access to personal vehicle.

Salary range depending on experience \$12.53 - \$14.97

Send Resume to: Human Resources Manager
Alternatives For Girls
903 W. Grand Blvd.
Detroit, MI 48209 FAX: 313-361-8938
sbelchunas@alternativesforgirls.org

*Women and Minorities Encouraged to Apply.
Alternatives For Girls is an equal opportunity employer.
AFG enjoys a smoke-free environment.*

JOB POSTED INTERNALLY – June 15, 2010

RESUMES ACCEPTED AFTER June 22, 2010 will be considered external candidates.