



## **Village Program Coordinator**

**Salary:** \$38,000 - \$40,000 start

**Location:** Athens, GA

**Posted:** 9/22/22, open until filled

Unique opportunity with dynamic team for individual with MSW or related degree along with field experience. We are a homeless services organization with innovative shelter and housing programs for families with children. The position of Village Program Coordinator involves responsibility for implementing programs within the housing village. You will work closely with the Programs Director and Executive Director to continue growing the Bridge to Home education-based transitional shelter program as well as oversee an emergency unit which is part of the Almost Home program. Collaborate with our partners to nurture a healthy, cooperative environment and work toward our vision of every child having a safe, stable home.

- Screen and conduct intake processes for new clients
- Determine eligibility, duration of stay and specific needs
- Develop case plans with clients and provide the support to ensure seamless transitions
- Identify and make appropriate referrals for services
- Work with educational partners to support clients and remove barriers
- Work with daycare centers to provide childcare
- Conduct case management and work with families on goals
- Attend case reviews and staff meetings, as well as community meetings as determined with the Executive Director
- Coordinate with team members to troubleshoot problems.
- Work with the Family Enrichment Coordinator to ensure every family has access to enrichment opportunities
- Work with the Facilities Manager to ensure the residential environment remains healthy

Excellent organizational and communication skills are essential as well as flexibility, a team-oriented attitude and willingness to work outside conventional work hours when necessary. Case management and experience with those experiencing homelessness is preferred. Valid GA driver's license, auto insurance and reliable transportation required. We provide a supportive, growth-oriented environment that values personal and professional happiness. Competitive benefits and negotiable starting salary based on education and experience. Please send cover letter and resume to Shea Post at [director@helpathenshomeless.org](mailto:director@helpathenshomeless.org).