



Contact:
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Job Posting

KIT CLARK SENIOR SERVICES/BAYCOVE
JOB DESCRIPTION

JOB TITLE: Coordinator, Medeiros Center for Change
REPORTS TO: The Director of Homeless and Housing Services

OVERVIEW:

This individual is expected to be a strong self-starter with the energy to create and inspire thoughtful and targeted programming. The Medeiros Center for Change is a day program for homeless older adults dedicated to helping the individuals it serves successfully transition to housing. The position is responsible for conducting all pertinent outreach and agency relations, including recruitment and orientation of volunteers.

DUTIES AND RESPONSIBILITIES:

Supervision of all staff including food service site manager, outreach, social service, and housing counselors.

Responsible for the day to day compliance with federal, state and municipal regulations as pertinent including all reporting requirements.

Program Development in all areas including intake and information and referral services.

Case management

Coordinate with all appropriate agencies including MHSA, The Department of Transitional Assistance, the City of Boston, Department of Mental Health, Department of Public health and all appropriate partners, including Our Lady of Victories Church.

Work with program participants to develop programming through creating opportunities for input including advisory groups, town meetings and individual discussions.

QUALIFICATIONS AND SKILLS:

Experience in homeless issues, including mental health and substance abuse
B.A. or equivalent experience
Salary 31-33K

THE ABOVE STATEMENT REFLECTS THE PRINCIPAL FUNCTION OF THE JOB AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL THE WORK REQUIREMENTS. THIS IS A FUNDED POSITION WITHOUT A GUARANTY OF CONTINUED FUNDING.