



COMMUNITY PARTNERS IN ACTION JOB POSTING

JOB TITLE: COMMUNITY SERVICE COORDINATOR-HAIC
POSTING PERIOD: June 23, 2017 – July 7, 2017
HOURS AND DATES: Tuesday through Saturday 8:00am to 3:30pm
(Sunday and Monday off)
LOCATION: Hartford Alternative in the Community

POSITION REQUIREMENTS

A two- year degree in human services or related field or a high school diploma and one year of experience working in community based projects. Good time management and organizational skills required. Must have a valid CT driver's license and a clean driving record. Good written, verbal and computer skills required. Knowledge of criminal justice system helpful. Bi-lingual skills preferred.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Develop community service projects
- Implement public relations/awareness activities
- Coordinate and schedule client assignments to community service projects
- Assess transportation, insurance and equipment needs and recommend budget and work schedules
- Maintain caseload of community service clients
- Complete the necessary documentation on each client in a timely manner, as established by the Program Manager
- Input client data into the Contractor Data Collection System (CDCS) and maintain, update, and utilize the data as directed by the Program Manager
- Serve as a role model to clients and staff and model pro-social behaviors
- Attend and participate in all trainings and booster sessions related to position, as directed by Program Manager
- Solicit client satisfaction feedback
- Establish appropriate boundaries with client
- Participate in related seminars, panels, and workshops to enhance visibility of agency
- Verify and document completion of community service hours
- Coordinate transportation, meals and emergency situation response at community service sites
- Supervise client activities at work sites
- Provide programmatic and statistical reports as required
- Perform duties of other staff as required

INTERCHANGEABILITY:

- Perform duties of other staff as required

REPORTS TO: Residential Supervisor

Apply via email: resumes@cpa-ct.org (MS Word documents only)
Apply via fax: (860) 566-8089

All internal candidates must submit an internal job application signed by their program manager