

Coordinator of Human Services – draft job description

Individuals and families on Block Island need a broad range of services that meet their mental, physical, psycho-social and housing through direct service or linkage to appropriate resources. The coordinator will be both coordinator of services and a caseworker. He/she will work closely with family members, the community and state agencies. He/she might help clients with concrete needs, like housing or food, or help them apply for social services. He/she might work with people who are unable to care for themselves or their families because of mental or physical illness or disability. He/she will provide insight, support, and expertise on the needs in our community and will enable individuals and families to get the help needed in a timely fashion with the agencies that offer the kinds of help wanted, on or off the island.

Duties and Responsibilities

- perform casework*
- Research provision of various care services on and off Block Island
- Outreach work to assess and identify problems, then work with clients to form plans
- Coordinate access to care services and help clients to identify and obtain resources
- Make contact with outside professionals as required for specialist help
- Advocate on the client's behalf with external parties, such as legal services or insurance agencies
- Perform administrative duties, keeping records and case files and evaluative reports.

Skills and abilities

- Ability to effectively work in a non-judgmental way
 - Ability to recognize appropriate boundaries with clients
 - Ability to communicate with both Spanish and English speakers, or enable such communication
 - Capacity to respond to crisis situations
 - Communication skills – listening, speaking, writing and IT capability
 - Ability to work with others, coordinating with BI and mainland organizations
 - Capacity to analyze complex situations, problem - solving skills
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- A valid driver's license and reliable transportation is required

* **Case work** provides assistance in obtaining [but not limited to] diverse needs: Physical and/or mental health services; financial aid; heat, food, etc.; rehab centers; IT help; care-taking for family members; legal aid; insurance; tax relief.

Remuneration

The post offered is for 10 hours weekly in the first year, salary between \$20 – 25 ph, depending on previous experience and abilities.