

Job Title	Assistant Coordinator
PVN ID	KB-1606-001236
Category	Clerical/Office Services
Location	KINGSBOROUGH C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$45,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Sep 08, 2016 (Or Until Filled)

General Description

Single Stop USA's missions is to slash poverty by bridging the information gap that separates low-income students and families from life-changing benefits and services that remain untapped and inaccessible – tax credits, health insurance, food stamps, child-care, financial counseling, legal assistance and other essential services.

- Report to the Single Stop Site Administrator and work closely with program staff at Kingsborough Community College
- Conduct intake and assessment for students and anyone who lives with a Kingsborough student
- Document all contact, referrals, and outcomes in computer database
- Facilitate referrals to partnering agencies
- Follow up with both clients and partnering agencies regarding referrals and outcomes
- Schedules client appointments with legal and financial service consultants
- Ensure that follow-up with both clients and partnering agencies occurs regarding referrals and outcomes
- Ensure the proper documentation of all client data including client contact, referrals, and outcomes is entered into Single Stop's case management database in an accurate and timely manner
- Coordinate benefits by monitoring scheduling of client appointments with legal and financial counselors
- Assist in program research, development and assessment
- Participate in ongoing trainings and contributes to peer learning systems
- Work with the Program Director to create a welcoming, engaging and supportive Single Stop environment
- Assist with outreach to the larger community college
- Works with the Program Director to develop workshops and activities to keep current students engaged and attract new students to the office
- Supervises the work-study students assigned to the Single Stop office, including timesheets and developing workshops for their personal, academic and professional development

Other Duties

Other duties as assigned

Qualifications

Bachelor's degree in Social Work or Related Field required. Masters of Social Work or equivalent strongly preferred. Skills also preferred:

- Experience providing counseling services to a large client population
- Experience with, and commitment to, working with low-income families and individuals
- Bi/Tri/Quadrilingual Spanish/English/Russian/Urdu
- Phenomenal interpersonal, verbal, and written communication skills
- Excellent time management, organizational and computer software skills
- Proactive and Self Motivated
- Strong commitment to the shared mission of Single Stop USA and Kingsborough Community College