

JOB DESCRIPTION
EGYPTIAN HEALTH DEPARTMENT

POSITION: IL HEALS Volunteer Coordinator

EMPLOYEE NAME: _____

DATE OF HIRE: _____ **DATE SIGNED:** _____

QUALIFICATIONS:

Demonstrates strong organizational and leadership abilities and works collaboratively within Systems of Care within the 5 county service area of Saline, Gallatin, White, Franklin & Williamson. Candidate must be very organized, be a self-starter, and have good attention to detail. They must also be community oriented, knowledgeable of community resources and services, have good interpersonal skills, excellent verbal and written communication skills, ability to provide trainings, and follow confidentiality requirements at all times. .

EDUCATION AND EXPERIENCE:

Bachelor's Degree preferred in human service or related field (e.g. social work, psychology, education, business, nursing, or other healthcare-related degrees). Volunteer or volunteer coordination experience also preferred.

DUTIES AND RESPONSIBILITIES:

Work closely with IL HEALS staff and community services such as court support services, counseling, mentoring, and child advocacy centers and groups.

Work to grow volunteers for various relational support and youth development support services

Assist in the recruitment and training of volunteers

Become trained in MHFA

Outreach and engagement

Provide assistance with meetings, trainings, and community events where applicable

Establish and further develop collaborative working relationships with community members, agencies, service providers, and families in the counties served

Attend monthly and/or weekly staff meetings

Attend any required or suggested trainings

Adhere by the IL HEALS and SOC principles, guidelines, and objectives. (<https://ilheals.com/>
https://gucchd.georgetown.edu/products/Toolkit_SOC_Resource1.pdf)

Performs other duties as required or assigned

Follows confidentiality requirements at all times

Adheres to personnel policies and procedures

The Egyptian Public & Mental Health Department promotes the retention of culturally competent, strengths-oriented personnel who possess an understanding of the communities served. Applicants will be evaluated on their sensitivity to the service population's culture and socioeconomic characteristics.

Employee Signature

Date

CEO Signature

Date