

Emergency Services Case Manager / Program Coordinator

Laurel Advocacy and Referral Services, Inc. (LARS) is a non-profit organization located in Laurel, Maryland. For close to 30 years, we have supported homeless and low-income people in the Greater Laurel area by enabling those who are in crisis to achieve stability and long-term self-sufficiency. Please visit www.laureladvocacy.org to learn more.

We envision a community that treats all people with dignity and helps everyone meet their basic needs. We are currently seeking a dynamic, organized, and passionate individual for the position of Emergency Services Case Manager / Program Coordinator. This individual will provide crisis case management to clients seeking emergency assistance and lead the operation of LARS Holiday Program. This is a full-time position and includes Monday evening hours.

Primary Responsibilities:

1. Meet with and assess needs of individual clients and families;
2. Through consultation with LARS personnel and area agencies, develop a case plan to meet clients' identified needs;
3. Document client services on Homeless Management Information Systems (HMIS) and other LARS databases within 24 hours of interaction;
4. Maintain organized records for grants used to assist crisis center clients;
5. Prepare bags of food for clients and help maintain LARS food pantry operations;
6. Provide outreach on Monday nights to homeless clients residing at the Laurel Winter Shelter (program runs November - March);
7. Plan and coordinate logistics for LARS annual Holiday Program including processing of applications, securing donors and matching with families, coordinating deliveries, and staffing Holiday Program events to ensure smooth operation, and maintaining communication with staff, donors, participants, volunteers, and other community partners;
8. Develop and maintain working relationships with community stakeholders;
9. Provide support to LARS' operation and programs, as needed.

Additional Responsibilities:

1. Attend meetings as approved or designated by supervisor;
2. Work every Monday evening until 7:30pm (Wednesday evening when a Holiday falls on a Monday);
3. Lifting up to 50 pounds, and carrying the weight for short distances that include steps;
4. Other related tasks as assigned by supervisor.

Education/ Licensure Requirements:

- Bachelor's Degree in any Human Service Field, preferably social work.

Experience Necessary/Desired:

- Understanding of crisis intervention;
- Excellent interpersonal, communication, and writing skills;
- Ability to work with diverse populations, including women, minorities, elderly;
- Capability to work with mentally ill/substance abusing populations in respectful and compassionate non-judgmental manner;
- Experience providing employment readiness/coaching services preferred;
- Familiarity with resources for clients in the Greater Laurel area (preferred);
- Able to work independently and collaboratively;
- Intermediate computer skills (Microsoft Office, word processing, internet searching, etc);
- Pass criminal background checks;
- Spanish speaking a plus.

Compensation:

\$33,000 annual starting salary with competitive employment benefits package.

To Apply:

Email your cover letter, resume, and salary requirements to sguzman@laureadvocacy.org.
Please reference "Emergency Services Case Manager / Program Coordinator" in the subject line.
No phone calls please.

LARS is an equal opportunity employer. EOE