

## **SELF-SUFFICIENCY 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. We envision a community that treats all people with dignity and helps everyone meet their basic needs.

We are currently seeking a committed, motivated, and organized individual for the position of Self-Sufficiency Program Coordinator. This individual will oversee the implementation and daily operations of LARS' Self-Sufficiency Program. In addition, this staff member would provide case management, life-skills classes, and referrals to self-sufficiency program participants to help them build economic self-sufficiency. This staff member will also provide case management to emergency services clients as needed.

This is a full-time position and includes Tuesday evening hours.

### **DUTIES/RESPONSIBILITIES:**

1. Provide weekly case management to assigned Self-Sufficiency Program participant(s), develop individual service plans with unique goals geared towards client self-sufficiency;
2. Screen Self-Sufficiency Program applications for eligibility;
3. Coordinate bi-weekly life skills meetings for Self-Sufficiency Program participants;
4. Manage the Self-Sufficiency Program's supportive services budget, assist with preparation and submission of assigned grant reports and APR (Annual Performance Report) and annual HUD application renewal, and maintain organized records of assigned grant information to ensure grant compliance;
5. Research and secure supportive services for assigned and ensure clients are maintaining safe, clean living environments by conducting periodic unannounced spot checks of housing units, and random drug testing on clients;
6. Submit applications for participants eligible for appropriate supplementary financial resources;
7. Serve as the liaison for LARS between the rental management companies used for LARS Self-Sufficiency Program housing;
8. Document client services and Self-Sufficiency Program case notes in Homeless Management Information Systems (HMIS) and LARS databases within 24 hours of interaction;
9. On Mondays, Wednesdays, and Fridays, meet with and assess needs of emergency services clients and families, and develop a case plan to meet clients' identified needs, as needed;
10. Complete the homeless vulnerability assessment tool with homeless clients and submit to Prince George's County's Coordinated Entry Committee for review;
11. Serve as a staff representative of LARS at the bi-weekly Prince George's County Coordinated Entry Meetings, and monthly Case Manager Meetings held by Prince George's County;
12. Maintain up-to-date and organized client files.
13. Participate in monthly supervision, staff meetings, community meetings, and trainings as approved or designated by supervisor;
14. Complete environmental reviews for apartment complexes, as needed;
15. Collect rent and savings from clients on a monthly basis, log information in client files, and provide copies of money orders to appropriate staff;

16. Provide intake and assessment, as well as weekly case management for clients staying at two church shelters managed by LARS;
17. Provide support to LARS' programs and events, as needed;
18. Other related tasks as assigned by supervisor.

#### **EDUCATION/LICENSE REQUIREMENTS:**

- Bachelor's degree in social work with Maryland licensure, and a minimum of one year of related case management experience **OR**
- Bachelor's degree in a related human service field, and a minimum of 2 years related case management experience

#### **QUALIFICATIONS:**

1. Prior case management experience with low income and homeless populations;
2. Understanding of crisis intervention;
3. Ability to work with diverse populations, including homeless, minorities, elderly;
4. Experience working with mentally ill/substance abusing populations preferred;
5. Familiarity with social service resources in Prince George's, Howard, and Anne Arundel Counties preferred;
6. Excellent interpersonal, communication, and writing skills;
7. Ability to work independently and collaboratively;
8. Intermediate computer skills, including use of Microsoft Office, internet searching, etc.;
9. Fluent in Spanish highly preferred.

#### **ADDITIONAL REQUIREMENTS:**

1. Maintain a valid driver's license, valid insurance, and have reliable transportation;
2. Pass criminal background check and random drug screenings;
3. Must work every Tuesday until 7:30 PM.

#### **COMPENSATION:**

\$33,000- \$35,000 annual starting salary with competitive employment benefits package including health insurance, employer match 401k, vacation and sick leave, and Life, STD, and LTD.

#### **TO APPLY:**

Please email your cover letter, resume, and salary requirements to [sguzman@laureladvocacy.org](mailto:sguzman@laureladvocacy.org). Be sure to reference "Self-Sufficiency Program Coordinator" in the subject line. **No phone calls please.**

LARS is an equal opportunity employer. EOE.