



Envision Center & Resident Services Coordinator

Hours:

- Full-time (40hrs/week), usually during the confines of the business day

Beginning Salary:

- \$36,000-\$40,000/year

Education and Experience:

- 4 year college degree in a related field
- Two year experience in social work, community services preferred
- Computer skills/Microsoft Word experience
- Valid Driver's License and ability to drive one's own car as needed. Good Samaritan Center reimburses for mileage

Reports to:

- Executive Director

SUMMARY

The Good Samaritan Center seeks a Services Coordinator for our growing Community Engagement program at the Envision Community Center in Jackson, MS. This individual will also be involved in Good Samaritan Center's Resident Services for the neighboring public housing complex, Golden Key Apartments. They will plan, organize and direct activities and programs relating to the Golden Key Envision Center and the residents of the Golden Key Apartments.

INSTRUCTIONS FOR APPLYING

Thank you for inquiring about this position at The Good Samaritan Center/NUTS. Attached is a job description and an application for employment. **You may reach the Center for questions at (601)-355-6276.**

Please complete and mail along with resume' and cover letter to:
The Good Samaritan Center P.O. Box 4955 - Jackson, MS 39296-4955

OR email this application along with resume' and cover letter to:
Kathy Clem, Executive Director at kathyclem@goodsamaritancenter.org

OR drop the application, resume, and cover letter off at our office
114 Millsaps Ave, Jackson MS 39202
Monday, & Wednesday-Friday 9:00am-5:00pm

ABOUT THE GOOD SAMARITAN CENTER

The Good Samaritan Center is a private, non-profit social service agency that focuses on the needs of individuals and families in crisis who are experiencing an unexpected (yet verifiable) emergency beyond the client's control. Our programs and services include, but are not limited to: Clothing Closet, Emergency Food Pantry, HUB for the Hungry, Resource and Referral, and Case Management.

SKILLS AND ABILITIES

Candidate Attributes:

- Ability to communicate effectively both orally and in writing, and an ability to relate to people on all levels and from all backgrounds.
- Ability to develop and prepare clear and concise reports.
- Ability to make effective presentations.
- Possess good people skills and enjoy working with the public.
- Team oriented and highly motivated.
- Must be task oriented, with a mind for organization, follow through and completion of tasks/projects.
- Enjoys working in a team atmosphere and possesses the ability to inspire teamwork.

Skills & Education Requirements:

- 4 year college degree in a related field
- Two year experience in social work, community services preferred
- Basic knowledge of Computers (Microsoft Office) and Word Processing; typing required
- Valid Driver's License and ability to drive one's own car as needed. Good Samaritan Center reimburses for mileage

DUTIES AND RESPONSIBILITIES

Site Management:

- Coordinate and oversee activities, events, and daily operation of the center (included in these activities will be quarterly fire safety classes,
- Ensure the facility is properly maintained and all public spaces are kept tidy/clean/sanitized (including bathrooms and kitchen).
- Ensuring that the outside of the facility (garden, lawn, parking lots, etc.) are kept clean, maintained, and free of hazards and coordinate with the Golden Key management all preventative, routine, and repair maintenance of the facility.
- Maintain facility safety for staff, volunteers, and community members.
- Approve and coordinate all building usage based on outlined policies and facility availability (special meetings, classes, congregate meals, etc.).
- Be responsible for opening and closing of the building.
- Ensure that safety standards and proper precautions are followed in all activities (including and Covid precautions).

Program Development and Oversight:

- Plan, coordinate, and oversee all community outreach and special events.
- Recruit, train, oversee and schedule volunteers used in various programs and center activities.

- Develop and/or Implement and coordinate new opportunities for community programming (including activities for students (afterschool), seniors, and community members).
- Create partnerships and collaborations with area service providers to bring in resources and programming to the center in keeping with the four Envision pillars (see below).

Four Pillars of Envision:

1. Economic Empowerment
2. Educational Advancement
3. Health and Wellness
4. Character and Leadership

- Coordinate activity scheduling and oversee the Center's calendar.
- Maintain records of program participation.

Case management/Envision Enrichment:

- Assist in interviewing residents to determine if and how The Good Samaritan Center can assist including participation in Envision Enrichment, and case management/food delivery.
- Document all client contacts.
- Coordinate with Good Samaritan social services on weekly food delivery for seniors
- Complete required monthly reports in a timely manner.
- Make proper referrals for clients, within and outside of our agency.
- Maintain confidentiality regarding the client request(s) and client files.

Case management/resident advocate for Golden Key Apartments:

- Assist in interviewing residents to determine if and how The Good Samaritan Center can assist including participation in Envision Enrichment, and case management/food delivery.
- Document all client contacts.
- Coordinate with Good Samaritan social services on weekly food delivery for seniors.
- Complete required monthly reports in a timely manner.
- Make proper referrals for clients, within and outside of our agency.
- Maintain confidentiality regarding the client request(s) and client files.
- Act as a resident resource and advocate for the individuals living at Golden Key.

Administrative:

- Raise awareness and increase support from the local community for the Center.
- Collaborate with the Director of PR/Marketing to develop and implement marketing strategies for the center.
- Actively work with the Director of Social Services and Director of Volunteers to recruit social work students for placement in various internship opportunities at the Envision Center.
- Provide in-service training for interns, volunteers, and potential staff in areas such as new policies, procedures and regulations.
- Meet regularly with the executive director to discuss programs, calendar, and facility policies.
- Provide administrative support by answering questions, maintaining correspondence and communication with other agencies and the general public including concerns and complaints.
- Interface with community groups and actively promote the facility throughout the community through speaking assignments, guest appearances, and media

Assistant to the Executive Director and Administrative Team:

- Work with the Executive Director and administrative team to secure maximum income and public relations for Envision Center and Good Samaritan Center through various fundraising efforts, including regular mail solicitations, special events, and grant writing to local, regional and national grant-making organizations.
- Assist staff with various assignments for special projects.
- Actively participate as a member of the administrative team.
- Represent the Executive Director and/or other administrative personnel at meetings, conferences and seminars, as required.
- Undertake responsibility for special assignments and projects on behalf of the Executive Director and administration team.
- Advise the Executive Director concerning matters requiring her personal attention.
- Follow up on decisions and/or directives of the Executive Director to ensure implementation and/or completion.
- Participate in developing, observing and implementing organization policy.
- Represent The Good Samaritan Center and the Envision Center in the community and at inter-agency activities.
- Cooperate with other administrators and programs for the betterment of service to our clients.

GENERAL GOOD SAMARITAN EMPLOYMENT

- Work a minimum of 40 hours per week, normally within the confines of our office hours, which are 8:00am-5:00pm, Monday through Friday, but also including engagements/projects/special events in the evenings and/or on weekends.
- Observe and implement established policies and procedures.
- Participate actively in staff development activities, workdays, office cleanup.
- Ability to lift 30 lbs, push 75 lbs, and to paint (it can be a physical job).
- Ability to handle working in an unheated/uncooled spaces.
- Actively assist co-workers as needed.
- Work with volunteers directly in various capacities.
- Actively participate as a member of the administrative team, and perform other duties as assigned.



114 Millsaps Avenue
Jackson, MS 39202
Phone: (601) 355-6276
Email: info@goodsamaritancenter.org

Envision Center & Resident Services Coordinator

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

I. Personal Information

Name:

Last	First	M.I
Maiden Name (if applicable):	Preferred Name:	

Mailing Address:

Permanent Address (if different from above):

Social Security Number: Cell Phone Number: Alternative Phone Number:

Email Address:

Do you have U.S. Citizenship or Permanent Residency? (Circle) Yes or No

Are you over 21 years old? (Circle) Yes or No

Please list days & hours available to work:

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

Are you available on holidays, nights and weekends?

How did you hear about the Good Samaritan Center/NUTS?

Have you ever been convicted of a crime other than minor traffic offenses? (Circle) Yes or No

Are there any pending charges? (Circle) Yes or No
If either are yes, please explain.

Have you ever been discharged or forced to resign from a position? (Circle) Yes or No
If yes, please explain:

Is there anything that restricts you from performing the listed duties in this job description with or without reasonable accommodation?

II. Employment History *If needed, you may attach a second page or resume to supplement employment history.*

1. _____		_____
Company Name (Current or Most Recent Employer)		Position Held
_____		Wages: Start _____ End _____
Location		
_____		_____
Manager/Supervisor		Telephone
Dates Employed: From _____	To _____	Contact Employer? Yes No If No, why?
Reason for Leaving: _____		

2. _____		_____
Company Name		Position Held
_____		Wages: Start _____ End _____
Location		
_____		_____
Manager/Supervisor		Telephone
Dates Employed: From _____	To _____	Contact Employer? Yes No If No, why?
Reason for Leaving: _____		

3. _____		_____
Company Name		Position Held
_____		Wages: Start _____ End _____
Location		
_____		_____
Manager/Supervisor		Telephone
Dates Employed: From _____	To _____	Contact Employer? Yes No If No, why?
Reason for Leaving: _____		

III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study or Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No

If so, what are those plans? _____

IV. References

*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.

Name	Occupation	Years Known	Phone

V. Application Questions

1. Why do you want to work at Good Samaritan Center's resale store (N.U.T.S.)?

2. With all your customer service and management retail experience, what did you like, what did you dislike about previous work experiences?

3. What are some special skills you will bring to our team?

4. What was your favorite job and why?

5. Name your biggest strength and biggest weakness.

6. Any hobbies? If so, what?

7. Where do you see yourself in the next 3-5 years?

VI. Authorization

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on work time that I will be required to submit to a drug test.

Signature _____

Date _____

Office Use Only

Date Submitted: _____

Interviewed by: _____