



COMMITTEE TO AID ABUSED WOMEN

Interested candidates should forward resumes and cover letters to CAAW Executive Director by Tuesday, September 27 at denisey@caaw.org

Job title: Transitional Housing Project Coordinator
Department: Client Services
FLSA: Non-Exempt, hourly
Status: Regular
Reports to: Transitional Housing Project Manager/Director of Client Services

Position Summary:

The Transitional Housing (TH) Project Coordinator will support the oversight of CAAW's transitional housing program. This position is responsible assisting with the evaluation of transitional housing programming, policies/procedures, working one-on-one with TH residents and TH facility maintenance. The Transitional Housing Project Coordinator will incorporate best practices from the field of domestic violence service provision and case management.

Essential Functions:

The following statements are intended to describe the general nature and level of work being performed by incumbents assigned to do this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

1. Effectively utilizes case management skills to support CAAW clients.
2. Effectively recruits, retains, motivates and recognizes volunteers in support of the TH program.
3. Ensures client records are maintained in an accurate, compliant and confidential manner.
4. Envisions and articulates needed funding for TH programs.
5. Performs other duties as appropriate.

Knowledge, Skills and Abilities:

1. Knowledge of community and collaborative partners.
2. Excellent interpersonal skills, demonstrated through positive customer service skills, and ability to relate to people of varying ages and backgrounds.

3. Effective conflict resolution skills, particularly relative to working with clients in crisis.
4. Demonstrated problem solving and self-starting skills.
5. Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
6. Disciplined and able to maintain confidentiality.

Minimum Qualifications:

BA or BS in counseling, social work or human services related field, or equivalent professional experience required.

Physical Requirements:

1. Must be able to remain in a stationary/seated position at least 50% of the time.
2. Ability to move office supplies/materials weighing up to 20 pounds within office and/or residential environment.
3. Ability to lift, move and/or transport household items, small pieces of furniture and/or repair materials.

Revised September, 2016