

Job Posting

August 18, 2020

POSITION

Friendly Visiting Coordinator

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

Commensurate with experience

REPORTS TO

Supervisor of Case Management & Friendly Visiting Program

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for conducting outreach in the community, train volunteers on emergency protocols and the needs of the homebound elderly, recruit, train, and match Friendly Visiting volunteers with isolated seniors on the basis of personality and common interests. In collaboration with the Case Management staff, engage and recruit Case Management clients who may benefit from the Friendly Visiting program with in-home visits and phone calls, maintain ongoing communication with Friendly Visiting volunteers and clients, ensure that all regulatory, compliance, and programmatic requirements are met. Keep accurate records of the total number of matches and visiting hours, submit monthly & quarterly reports to DFTA, Director of Case Management and Supervisor, evaluate the success of matches to meet contractual units, conduct home visits as appropriate to seniors of the Friendly Visiting Program, complete required information in computerized database adhering to DFTA timeframes, maintain written records of contact with clients and volunteers, including creating files, unit entries and computerized client data base, coordinate activities with friendly visitor's volunteers, attend training as required including mandatory DFTA training and other duties as required by the Case Management Supervisor and/or Program Director.

COMPETENCIES

- Detail oriented
- Organized
- Ability to successfully manage multiple relationships

EDUCATION EXPERIENCE

Bachelor's Degree in social work or human services field with two years of experience in provision of social services. Experience in providing services to the elderly population preferred. Bilingual Spanish required.

APPLICATION DEADLINE

October 2, 2020

SUBMIT RESUME TO

Michael Velez, MSW – Director of Case Management & Friendly Visiting Program
mivelez@riseboro.org