

JOB POSTING

Basic Needs Coordinator

Job Posting Dates: **December 4, 2017** through and including **December 22, 2017**

Position is: Full-Time Part-Time Temporary

Workdays: **Monday-Friday, some weekends & evenings** Hours: **9:00-5:00**

Salary w/ full benefits: *Rate Depends on Experience*

Job Summary: The Basic Needs Coordinator manages the basic needs program, which includes an emergency pantry. The goal of the position is to assist neighbors in building their own well-being while using program resources to make impactful referrals to SNCC and community based supports in order to help the client (or household) attain long-term stability.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

Pantry service delivery: Manages the operation of the SNCC pantry, including conducting intakes, meeting with clients to screen for potential case management needs, recruiting, retaining, and managing volunteers to operate pantry services, and recording service outcomes.

Case management and reporting: Assess underlying client needs, engage clients through case management who are ready to move towards a higher level of self-sufficiency. Responsible for program data collection and reporting.

Pantry preparation and relationships: Utilizing the assistance of volunteers, responsible for maintaining food and personal care item supplies from partnerships that include but are not limited to the Food Bank of CNY, local farms, grocers, and donors. Responsible for managing department budget.

Work with Dr. Weeks Elementary School community to create pathways between the school families and SNCC basic needs services.

Emergency response: Attending to any and all emergencies that require special attention: e.g. working with a client who has recently fled a domestic violence situation, a newly arrived immigrant family, people facing eviction, etc. Utilizes Crisis Matrix to help stabilize household.

Cultivate and maintain relationships with potential funders (inclusive of grant writing), donors and volunteers to support the program. In conjunction with the Community Engagement Coordinator, schedule and train volunteers to provide pantry services.

Participates in meetings, such as CASH Coalition, Community Engagement Team of Community School, board meeting, and special tasks/referral partners, all to advance vision of program.

Minimum Job Qualifications:

- Bachelor's Degree in Social Science or Health Services or a related field required
- Master's Degree preferred
- LMSW desired
- One to three years of experience in Social Work or Social Services required
- One to three years of experience working with vulnerable or diverse populations required
- Bilingual (Spanish) a plus

In accordance with company policy, an employee must be in his or her current position for at least six months in order to be eligible to apply for a promotion or transfer to another position.

If you are interested in applying for this position, you must submit a resume, cover letter, and a completed *Application* to Michael Collins, Executive Director, at mcollins@snccsyr.org by the deadline date indicated above.