

## **Catherine McAuley Center & McGlynn Center**

### **Job Description: Outreach Coordinator**

**Location:** Catherine McAuley House, Plymouth, PA and McGlynn Center, Wilkes-Barre, PA

**Report to:** Executive Director, Catherine McAuley Center and Executive Director, McGlynn Center

**Hours:** Full-time: 75 hours – two week pay period (afternoons and evenings are required as scheduled)

- 56 hours/pay period at Catherine McAuley House, Plymouth, PA
- 19 hours/pay period at McGlynn Center, Wilkes-Barre, PA

### **Responsibilities:**

#### **Catherine McAuley House:**

- Supervises staff and volunteers at shelter
- Creates and maintains staff and volunteer schedule
- Has ability to access the HMIS System when the caseworker is unable
- Recruits volunteers
- Coordinates with local colleges/schools and other outside agencies to provide needed services for the residents in collaboration with the caseworker
- Coordinates with outside groups for volunteer activities
- Attends the monthly COC meetings with the Caseworker
- Ensures that all necessary documents are sent to the Scranton Office
- Sends acknowledgments for In-kind donations, with assistance from the volunteers
- Prepares necessary invoices in conjunction with Finance Staff
- Oversees the housekeeping of the facility on a daily basis during the week
- Oversees the maintenance of the property and refers major maintenance needs to the Executive Director
- Notifies the Center's Development Coordinator about requests for presentations about the House and attendance at functions, and fills in if the Center's Development Coordinator is unable to go
- Purchases needed supplies for shelter
- Assists with the Christmas Adopt A Family Program
- Sends a publicity piece to the Center staff for the quarterly Newsletter
- Schedules the annual Volunteer Acknowledgement event
- Reports to the Executive Director any issues

- Meets with the Executive Director weekly
- Demonstrates in day to day behavior the values inherent in the Center's Mission statement

### **McGlynn Center:**

- Communicate humbly and respectfully with families and caregivers of the children who attend McGlynn Center to identify need.
- Organize and schedule home visits with families and children to discuss concerns/issues as it relates to the children's education and/or social behaviors;
- Gathers information for and completes an assessment of the strengths and needs for McGlynn families.
- Assists families in identifying and engaging natural supports, as well as discussing and making referrals for immediate service needs – to include but not limited to medical, education, mental health, etc...
- Identifies and maintains a working knowledge of available community resources to meet the individual needs of each family and ensures the connection of families to culturally relevant community resources and support.
- Assist in the planning of programs and services that may include (but not limited to) the following services: support groups, workshops, family events, and outreach.
- Assist with the coordination/preparation of food distribution for our families who are food insecure.
- Perform additional duties as assigned by the Executive Director and/or Assistant Director.

### **Qualifications:**

- BA/BS degree in Social Work, Counseling, or related field; or equivalent experience
- Two years' experience working with vulnerable populations;
- Knowledge of crisis intervention;
- Good communications skills both oral and written;
- Exemplary organizational skills and ability to multitask;
- Ability to network with other agencies and their representatives;
- Proficient use of Microsoft Word and Excel;