



# Poverello House

## Hope Pointe Coordinator

### \$25.00 Per Hour

#### **Position Summary:**

The Poverello House Coordinator is responsible for direct client support with the people they serve. A Poverello House Coordinator will be responsible for implementing their programs, including facilitating program goals and grant outcomes, supervising their team, and ensuring a safe and healthy environment for staff and clients.

#### **Essential duties and responsibilities:**

- Provide screening, assessment, and brief interventions to individuals needing services
- Intervene and appropriately de-escalate crisis situations
- Coordinate and partner with community resources to promote the well-being of individuals they serve
- Participate in community meetings.
- Maintain a working knowledge of available community resources
- Facilitate mandatory staff and client meetings
- Conduct team-building workshops and events to enhance positive practices
- Enter data into all required databases and tracking systems set by grants and Poverello House leadership
- Create and maintain staff work schedules on ADP, process and approve timecards and ensure grant timecard reports are accurate and on time.
- Evaluate and prepare County, State, City, and executive reports as requested
- Monitor budgets and expenses based on allocations.
- Provide oversight and security to maintain a healthy and safe environment
- Available to fill in staff roles in their program as needed
- Other duties, as relevant and assigned by Management
- Create necessary tracking systems to obtain grant outcomes and performance measures with data integrity
- Problem-solving with solution-driven outcomes and documentation
- Document and track staff development and trainings.

#### **Qualifications:**

- Must have a valid CA drivers license
- Flexibility (Position will require open availability 24/7, seven days a week, occasional weekends) and overtime
- GED or High School diploma is preferred
- 1 year of experience working with vulnerable populations
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Ability to work independently or as a member of a team
- Effective written, verbal, and interpersonal communication

