

**Job Title: Citywide Coordinator**

**Organization:** Casa de Amigos

**Location:** Midland, TX

**Job Description:** The purpose of this job is to oversee implementation, coordination, and evaluation of homemaker services for low-income elderly and handicapped individuals living in unsafe or unsanitary conditions. Responsibilities will include, but may not be limited to, those described in the purpose and the specific duties listed below:

**Duties & Responsibilities:**

- Coordinates Citywide Program, including, but not limited to recruitment, assessment, assignment and follow up visits of citywide participants.
- Receives phone calls and referrals for service from individuals and agencies in the community.
- Contacts clients and schedules home visits in a timely manner upon receiving inquiry to assess need and level of service.
- Completes required intake and biopsychosocial forms with citywide clients during initial visit. Update forms as needed or annually.
- Oversees regular schedule of cleaning for clients.
- Schedules weekly team meetings with Citywide Homemakers to discuss clients focused on client needs or challenges, work assignments, collection of work sheets and documentation, and dissemination of cleaning supplies as needed.
- Submits supply requests.
- Schedules a minimum of quarterly home visits with citywide clients.
- Acts in an advocate capacity for citywide clients needing additional assistance. Contacts agencies to advocate on their behalf where necessary. Makes appropriate referrals for services for citywide clients.
- Assist with the daily Senior Program as needed.
- Assist with Health & Wellness Program as needed.
- Develops and maintains community contacts.
- Requests appropriate training for Citywide Homemakers as needed.
- Perform outreach and recruitment activities for Citywide Homemaker Services.
- Provides statistical information for monthly reports; maintains accurate records of client and related program materials and submits monthly mileage reimbursement, i.e. client tracking.
- Prepares and files records for CDBG Auditing purposes.
- Attends appropriate agency and community meetings.
- Coordinates with Community & Volunteer Manager and Development Director for public relations, outreach activities, volunteer needs, etc.

**Knowledge, Skills and Abilities:**

- Knowledgeable of aging/disability needs and resources

- Ability to organize people, time, and resources
- Ability to maintain confidentiality
- Dependable
- Caring and kind, resourceful, tactful, assertive, patient, diligent
- Exceptional listening and observation skills
- Ability to communicate effectively, both verbally and in writing
- Reliable and dependable means of transportation. Current vehicle insurance and valid driver's license
- Experience in Client Tracking software
- Skilled in Microsoft Office
- Bi-Lingual

**Hours:** Full-time: 40 hours per week. May include some evening/weekend time.

**Education & Experience:**

- College Degree required; major in human services, gerontology preferred.
- 2 years' work experience in similar field required, 3-5 years' supervisory experience in similar field preferred.

**How To Apply:** Please send resume to Tonya Eckert, Executive Director to [teckert@casadeamigosmidland.org](mailto:teckert@casadeamigosmidland.org)