

St. Jude's Helping Center is looking for an Outreach Center Coordinator & Case Manager!

This Ministerial position is located in McAlester and will report to the Regional Outreach Manager.

Position Description:

This position coordinates the helping center services, including case work, long-term case management and center operations, including: volunteer management, procurement of resources and community relations all with the goal of leading clients to a healthy, integrated life in the community.

Key Tasks

- Pray daily for the needs of the poor.
- Provide casework, evaluate client needs, making referrals
- Perform long term case management for select clients
- Participate in the community's VOAD and LTRC to address disaster preparedness, response and recovery
- Work cooperatively with other agency staff, referral sources and community resources to obtain client services
- Develop and implement short- and long-term program goals
- Maintain program policies and procedures
- Maintain client database including appropriate case notes and other updates
- Coordinate distribution of financial funds, record keeping and sending check requests
- Handle incoming calls, walk-ins and intake screening as needed
- Review special cases with Regional Outreach Manager
- Recruit, train, inspire, supervise and coordinate volunteers
- Place orders from the Food Bank, coordinate food pick-ups and maintain pantry
- Duties as assigned

Key Skills

- Able to articulate Catholic teaching with a commitment to its application in the job function
- Bachelor's degree in social work or experience in related field
- Bilingual in Spanish and English preferred
- Excellent written and verbal communication
- Experience building and utilizing leadership volunteers
- Problem solving and decision-making abilities
- Ability to prioritize and manage multiple tasks and responsibilities
- Strong financial management, planning and budgeting skills
- PC literate, Word, Outlook
- Ability to lift 50lbs, bend, stoop, sit and stand for long periods of time

Key Attributes

- Commitment to the mission and vision of Catholic Charities
- Detailed and organized
- Self-motivated and self-starter
- Team player and able to work on own initiative
- Professional and positive approach
- Compassionate towards the people we serve