



Rebuilding Lives for a Safer Community

JOB POSTING

Facility	Anderson
Posting Date	February 5, 2019
Closing Date	September 15, 2019
Job Title	Community Service Coordinator/Case Manager

Type of Position: Full-time Part-time – 24 hours

Applicants may apply @ www.alstonwilkessociety.org by completing the online application (include resume) and faxing to (866) 647-5998; email to hrdepartment@aws1962.org or mail to: 3519 Medical Dr., Columbia, SC 29203, Attn: Toi D. Reid-Worley, Director, Human Resources. Internal applicants may apply by submitting a letter of interest and an updated resume.

GENERAL DESCRIPTION

Job Summary: The Community Services Coordinator (CSC), under the direction and supervision of the Community Services Coordinators, is responsible for providing general assistance to offenders, former offenders, their family members and at risk homeless individuals. Assist the Director of Community Services Coordinators in coordinating local United Way activities/reports and in conducting public education activities. The Case Manager will provide individual case management and provision of supportive services and collect data as per the funding requirements set forth in the NOFA.

MINIMUM QUALIFICATIONS:

Knowledge:

- Community resources and United Way partnerships
- Re-entry services, housing, and employment

Skills In:

- Computer (minimum of Word, Excel)
- Communication (excellent oral, electronic, written, and presentations)

EDUCATION REQUIREMENTS

- Bachelor's degree in a social science or related field
- One year job related experience
- The minimum educational requirement may be waived in lieu of additional experience at the discretion of the hiring official

LICENSES AND CERTIFICATION

- Valid Driver's License
- Proof of Auto Liability Insurance if required
- Proof of education and credentials will be required for employment

APPROVED BY: S. Anne Walker, Executive Director

EOE/AA