

## Alston Wilkes Society Job Description

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**Position Title: Community Services Coordinator**    **Program:** Community Services

**Reports to (Position):** Director of Community Services Coordinators    **Location:** Midlands Counties

**Date Written/Revised:** 6/1/2011

**Job Status:**  Exempt or  Non-exempt  
 Part time or  Full time

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**Job Summary:** The Community Services Coordinator (CSC), under the direction and supervision of the Director of 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.

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### **Primary Duties and Responsibilities:**

1. Determine clients' eligibility for the program and performs intake and assessment services; provides Client Rights and Responsibilities; helps clients meet goals outlined in individual logic models (i.e. ID voucher/emergency needs, employability, housing, community resource information, prevention of recidivism).
  2. Assess client needs and makes referrals to other appropriate community services agencies; provides employment or housing counseling to clients as needed; cultivates relationships with local human service agencies.
  3. Provide pre-release workshops to inmates in prisons as assigned to specific institutions by the Director of Community Service Coordinators.
  4. Perform speaking engagements and makes public appearances to educate the public on criminal justice issues, volunteer/AWS membership needs, and the needs of our clientele.
  5. Conduct local United Way campaign and report results to AWS State Office and United Way. Participate in local United Way activities and events as the official AWS representative.
  6. Prepare and submit monthly and quarterly reports in a timely manner. Maintain files according to AWS Community Service Program Policies and Procedures Manual. Conduct quarterly peer reviews to improve file maintenance.
  7. Attend at least 15 hours (coincides with weekly hours employed) of job-related training annually; participate in quarterly staff meetings; aide in developing local program goals; provide input regarding planning/operation of the local program; participate as needed in agency/program research, evaluation, and developmental activities.
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### **Minimum Qualifications:**

Knowledge Of:

- 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 and Experience:

- 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.
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**Licenses, Training and Certification:**

- Valid Class 2 SC Driver's License
  - Proof of Auto Liability Insurance if required
  - Proof of education and credentials will be required for employment
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**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_