
Job Title	Support Coordinator-Adult/ESL
PVN ID	YC-2406-006290
Category	Instruction and Social Service
Location	YORK COLLEGE
Department	Adult Basic Education & ESL
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Aug 04, 2024 (Or Until Filled)

General Description

- Responsible for performing a variety of casework duties, including meeting with participants, developing services plans.
- Responsible for caseload and performs record keeping functions as required, while making sure all records are maintained at a confidential level.
- Refers participants to agencies and programs as necessary and establishes a rapport and professional relationship with all stakeholders.
- Assists participants in establishing relationships with outside services.
- Assists in arranging transportation to necessary appointments.
- Conduct workshops and meeting with clients relative to goals of Social Services.
- Conduct follow-up with participants (past and current).
- Attend regular staff meetings
- Document progress/outcomes.
- Preparing resumes, and coaching them for job interviews
- Attend mandated trainings.
- Meeting with students to assure their persistence in instructional classes by identifying Barriers to Education and Employment
- Provide ample community resources to address those identified barriers.
- Provide intake services and conduct orientation.
- Input participant information into State portal.

Monday-Thursday with 2 late nights

Other Duties

Other duties as assigned by Supervisor and/or Director

Qualifications

- Associates Degree (Bachelor's Degree preferred)
- Bilingual English/Spanish or English/French proficiency preferred
- 2-3 years comparable experience
- Self-starter, able to work independently and part of a team
- Basic knowledge of public benefits such as Medicaid, SNAP, SSI, and SSD.
- Successful experience conducting low-income housing searches is preferred, as is experience working with migrants and non-degree participants
- Strong computer literacy
- Superior interpersonal and organizational skills with the ability to multi-task.