

<b>Job Title</b>	Assistant Coordinator
<b>PVN ID</b>	KB-1606-001236
<b>Category</b>	Clerical/Office Services
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Student Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$48,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 08, 2016 (Or Until Filled)

## General Description

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Single Stop USA's mission is to slash poverty by bridging the information gap that separates low-income students and families from life-changing benefits and services that remain untapped and inaccessible – tax credits, health insurance, food stamps, child-care, financial counseling, legal assistance and other essential services.

- Report to the Single Stop Site Administrator and work closely with program staff at Kingsborough Community College
- Conduct intake and assessment for students and anyone who lives with a Kingsborough student
- Document all contact, referrals, and outcomes in computer database
- Facilitate referrals to partnering agencies
- Follow up with both clients and partnering agencies regarding referrals and outcomes
- Schedules client appointments with legal and financial service consultants
- Ensure that follow-up with both clients and partnering agencies occurs regarding referrals and outcomes
- Ensure the proper documentation of all client data including client contact, referrals, and outcomes is entered into Single Stop's case management database in an accurate and timely manner
- Coordinate benefits by monitoring scheduling of client appointments with legal and financial counselors
- Assist in program research, development and assessment
- Participate in ongoing trainings and contributes to peer learning systems
- Work with the Program Director to create a welcoming, engaging and supportive Single Stop environment
- Assist with outreach to the larger community college
- Works with the Program Director to develop workshops and activities to keep current students engaged and attract new students to the office
- Supervises the work-study students assigned to the Single Stop office, including timesheets and developing workshops for their personal, academic and professional development

## Other Duties

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Other duties as assigned

## Qualifications

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Bachelor's degree in Social Work or Related Field required. Masters of Social Work or equivalent strongly preferred. Skills also preferred:

- Experience providing counseling services to a large client population
- Experience with, and commitment to, working with low-income families and individuals
- Bi/Tri/Quadrilingual Spanish/English/Russian/Urdu
- Phenomenal interpersonal, verbal, and written communication skills
- Excellent time management, organizational and computer software skills
- Proactive and Self Motivated
- Strong commitment to the shared mission of Single Stop USA and Kingsborough Community College