



JOB DESCRIPTION

PROGRAM COORDINATOR (Reentry Residential Program)

SALARY \$55k - \$60K/year

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion and habilitation of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence. Our goal is to reduce poverty, inner-communal violence, incarceration and recidivism with tangible results that transforms the intergenerational landscape in underserved and under-resourced neighborhoods and with individuals impacted by multi-generational poverty, trauma and racism.

PROGRAM COORDINATOR (Reentry Interim Housing)

Job Responsibilities:

The Program Coordinator is responsible for providing oversight of services for the Reentry residential programs. The Program Coordinator works collaboratively with the Reentry Manager in the supervision of staff, participants, and programmatic activities. The Program Coordinator is responsible for administrative tasks as assigned and may at times be required to provide case management services to program participants.

- Supervise and/or oversee performance of assigned staff, including on-call personnel; ensure adequate performance (shadow shifts, training, support)
- Create and coordinate staff schedules and programmatic activity schedules
- Coordination of 20 operational systems in collaboration with Operations Manager and Operations Department (examples: medication, bed bug mitigation, personal belongings, and health and safety)
- Coordinate and facilitate training of staff and participants
- Coordination and development of improved delivery of program activities
- Coordinate pick-up, storage, and utilization of purchased and donated goods
- Oversee functional community governance (observations, 1:1 meetings, check-ins, role

Requirements:

To be considered for the Program Coordinator position, candidates must meet the following criteria:

- B.A in counseling, social work or psychology. Master Degree in Social Work Preferred.
- At least 5 years or more with supervisory experience in social services
- Working in a community setting providing services for person reentering the community from incarceration with histories of homelessness, psychiatric disabilities, HIV/AIDS and substance abuse

Send resume and cover letter to:

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