

**Title:** Social Services Coordinator, PowerCorpsPHL

**Location:** 3149 Germantown Ave, Philadelphia, PA 19133

**Date Posted:** December 10, 2013

**Reports to:** PowerCorpsPHL Program Director, EducationWorks

**Benefits:** Eligible

**Hours:** Exempt

**Type of Position:** Full-time

**Deadline:** December 18, 2013

**About PowerCorpsPHL:**

PowerCorpsPHL is a new youth workforce development initiative with significant funding from the Corporation for National and Community Service through the *Governor and Mayor Initiative*. Over three years, this innovative AmeriCorps program will engage 300 at-risk young adults (ages 18-26) in six months of full time national service followed by three months of intense job placement support. While serving as AmeriCorps members, program participants will support Philadelphia Parks and Recreation and the Philadelphia Water Department in planting trees, revitalizing public land and preserving the City's watersheds. PowerCorpsPHL is designed to address Mayor Michael A. Nutter and Governor Tom Corbett's environmental stewardship initiatives as well as the City of Philadelphia's youth workforce development and violence prevention priorities.

**Position Description and Essential Functions:**

The PowerCorpsPHL Social Services Coordinator will be responsible to:

- Coordinate an annual caseload of 100 18-26 year olds at risk of committing a violent offense.
- Work closely with staff employed by PowerCorpsPHL youth referral agencies to ensure that program participants continue to receive support from those agencies, social services, and any other benefits for which they qualify.
- Cultivate relationships with social service agencies and organizations with which program participants interact.
- Work closely with program staff to obtain feedback about participants' attendance, behavior, attitudes, communication, and performance.
- Provide feedback on participants' attendance, behavior, attitudes, communication, and performance to PowerCorpsPHL and referral agency staff.

- Track social service-related appointments and facilitate communication and attendance.
- Develop individualized plans to help program participants manage their time and commitments.
- Adhere to all required data collection protocols and complete timely data collection.
- Report on cases at weekly staff meetings.

This is an exempt position with an annual salary range of \$45,000 to \$55,000, plus full benefits.

**Education, Experience & Skills Required:**

- Master's of Social Work with minimum two years experience in case management and working with high risk populations, OR Bachelor's degree with minimum five years experience in case management and working with high risk population
- Strong familiarity with Philadelphia's juvenile justice, foster care, and social services systems
- Experience with recording and tracking data
- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion
- Ability to establish and foster relationships with cross-sector partners and to work as a part of a collaborative team
- Strong oral and written presentation skills
- Demonstrated commitment to diversity and cross-cultural issues
- Proficiency in Microsoft Office
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, National Sex Offender Public Registry, and F.B.I. fingerprinting)

**Please submit resume and cover letter to Kim Alexander, Human Resources Director at [kalexander@educationworks.org](mailto:kalexander@educationworks.org)**