

Jasper Area Family Services Center, Inc.
1400 19th St. West
Jasper, AL 35501

Position Title: Lead (Coach)

General Description of Duties: Responsible for delivery of case management/coaching services with the families. This includes building relationships and collaboration with community agencies and resources.

Specific Duties and Responsibilities:

1. Planning/Management

- Intake and goal setting with families
- Employment and Education training and referral
- Center-Family Coaching and support
- Crisis management
- Assist with recruitment and registration
- Assist with local resources
- Maintain contact with families

2. Leadership

- Attend parent/family and staff meetings
- Attend relevant workshops and conferences

3. Record Keeping/Documentation

- Submit time, attendance, travel, leave and required documents as required
- Timely filing/record keeping/documentation

4. Professional Responsibilities

- Excellent time management skills
- Demonstrate through words and deeds, actions which reflect positively upon the Center and programs
- Maintain good working relations with staff, co-workers, community partners, children, and families

5. Eligibility Requirements: Bachelor's degree preferred with minimum requirement of an associate degree/concentration in Social Services/Business and five (5) years' experiences in relevant areas of the position

6. Supervisory Control: Under the direction of the Coordinator/Executive Director