Position Name: GrandFamily Resource Center Coordinator
Reports To: Director of Programs
Status: Full Time, Permanent, Exempt
Standard Hours/week: 40

Essential Functions

The GrandFamily Coordinator provides implementation of this program’s goals and objectives and facilitates the service delivery. S/he will provide monthly updates and reports in completion of work towards these goals. S/he will work as part of the Direct Service Team and Program Working Group to insure successful service delivery. S/he will work in a collaborative approach with varied aging and children’s services.

Outreach

➢ Actively engages with varied city-wide agencies serving children, grandparents and other older adults to implement outreach strategies and opportunities
➢ Maintains ongoing working relationship with satellite center (Project HOME’s Honickman Learning Center) leadership and program directors, primarily for referrals
➢ Develops and implements effective outreach strategies and communication materials to identify grandparent caregivers and inform community of the GrandFamily Resource Center, resulting in 100% utilization of service contracts

Service

➢ Establishes and facilitates community-based and telephone support groups (average twice/day) at varied locations
➢ Uses SOWN’s service model and develops group session material
➢ Completes all clients’ record keeping responsibilities, including but not limited to attendance and involvement by billing and reporting deadlines, maintains and recommends improvements/revisions on service recording systems of the agency, assesses and coordinates the follow-up care needs
➢ Provides accurate client service data at least monthly and as needed by agency
➢ Provides appropriate linkages and referrals for services to grandparents and family related issues
➢ Provides social work services to other SOWN clients, as needed
➢ Provides health and behavioral-health related education programs (primarily but not limited to parenting education)
➢ Tracks attendance and follows-up with an evaluation
➢ Actively participates in the Direct Service Team
Ensure Success

- Able to coordinate and schedule calendar of events
- Works with an evaluation team to plan, implement and revise evaluation and documentation tools to measure health and mental health benefits
- Completes documentation and other reporting requirements in a timely manner and follows established service protocols
- Completes project funding reports
- Maintains statistical records of service delivery
- Oversees the statistical database and evaluation protocol for this project
- Able to work independently with minimum supervision, using initiative and sound judgment
- Strong organizational and planning skills with ability to set priorities effectively
- Able to meet deadlines and work under pressure with multiple priorities
- Able to interact with staff in varied settings to convey service model and to clarify appropriate referrals
- Able to act as client advocate

Job Specifications

- Demonstrated ability to work collaboratively and as part of a team
- Commitment to the value of the support group impact
- Excellent written and verbal communication skills in diverse contexts
- Excellent interpersonal skills with the ability to relate effectively at all levels, both internally and externally
- Ability to maintain confidentiality
- Demonstrates understanding and knowledge about professional ethics and practices accordingly
- Basic skills in Microsoft Office, database usage and other relevant computer software, along with general office equipment

Physical Requirements

- Daily travels to locations outside of the main office
- Occasionally lifts objects weighing up to 30 pounds

Minimum Education and Experience Required

- Minimum of Masters degree: prefer Master of Social Work degree with LCSW
- Knowledge of aging and children service network in Philadelphia area
- Background in group facilitation, planning, advocacy and team environment

Disclaimer

Nothing of this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management’s assignment of essential functions, and it does not prescribe or restrict the tasks that may be assigned. Critical features of this job
are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons.

**SOWN at a Glance**

The Supportive Older Women's Network (SOWN) was founded in 1984 and was a pioneer in recognizing the critical link between the emotional well-being of older women and their physical health. SOWN’s mission is to support adults, particularly women over 50, through life’s transitions. To accomplish this mission, SOWN creates strong community networks that enable older women to function independently, live healthier lives and age in their homes and communities. SOWN’s organizational model is one of teamwork, collaboration and the integration of varied points of view for quality service.

SOWN offers a competitive salary and benefits package. This position is full time, 40 hours/week.

Submit resumes by **Friday, September 5, 2014**.

Please forward cover letter, resume and salary requirements to:
Marypat Tracy, LCSW
Director of Programs
Supportive Older Women’s Network (SOWN)
4100 Main Street, Suite 403, Philadelphia, PA 19127
mptracy@sown.org; fax: 215.487.3111

Please, no phone calls. EOE