JOB DESCRIPTION: COUNSELING SERVICES COORDINATOR, TRANSGENDER/GENDER EXPANSIVE SPECIALIST

THE POSITION:

Reporting to the Counseling Services Manager, the employee will provide support services that aim to empower members of the LGBTQ+ community. The Counseling Services Coordinator, Transgender/Gender Expansive Specialist will maintain an individual case load of LGBTQ+ clients and assist with facilitating weekly support groups that are currently provided by the Counseling Services Program. The employee will also provide brief case management services to clients that require additional services.

This is a full-time non-exempt position (40 hrs/week).

SALARY RANGE:

The salary range associated with this position is $46,500 - $50,000/year.

PRIMARY RESPONSIBILITIES:

- Maintain a case load of LGBTQ+ individuals and maintain ongoing contact with those served.
- In collaboration with the Counseling Services Manager, provide ongoing care coordination around housing, savings, health benefits, employment, education, mental health, and substance abuse. Care coordination includes making referrals for services, monitoring service utilization, case conferencing with internal and external providers, and follow-up.
- Maintain a database of local and regional referral resources and serve as a liaison to community partners.
- Facilitate referrals for community members with long-term or specialized needs and assist community members in understanding and accessing insurance benefits.
- Follow-up with services suggested and track referrals to ensure quality of care.
- Escort clients to appointments as needed.
- Attend weekly supervision, case consultation meetings, and monthly staff meetings as assigned.
- Provide support to Pride Center programs and events as needed.

QUALIFICATIONS:

- A strong commitment to the Pride Center of Staten Island’s mission, values, and goals.
- Bachelor’s degree or higher in Social Work or related field required.
- Bilingual (English/Spanish) will be considered an asset.
- Knowledge of the transgender, gender expansive, and LGBTQ+ community’s political/civil, health, and social needs.
- Demonstrated ability to provide case management to clients will be considered an asset.
Experience working with a diverse population, including ethnic, cultural, and sexual minorities with a welcoming, affirming, and harm-reduction approach.

Ability to work both independently and as part of a team.

**DETAILS:**

- Location: Pride Center of Staten Island, 66 Willow Ave, Suite 202, Staten Island, NY 10305. **Please note that the Pride Center sometimes operates on a hybrid in-person/remote basis. In-person hours are staggered to promote the safety and wellbeing of the Pride Center team and participants.**
- Work Schedule: Tuesdays 10 AM – 6 PM; Wednesdays 10 AM – 6PM; Thursdays and Fridays 12 PM – 8PM; Saturdays 10 AM – 6PM.
- Work schedule may change based on the needs of the Pride Center of Staten Island.

**APPLICATION PROCESS:**

Applicants must submit a cover letter and a resume by email to tsusinno@pridecentersi.org or by mail to Pride Center of Staten Island, PO Box 50278, Staten Island NY 10305.