Community-Based Service Coordinator—Job Description

Time Commitment: Full-time, includes some evening and weekend hours

Direct Supervisor: Executive Director

Overview: Cornerstone Christian Community Development Corporation is currently accepting applications for a Community-Based Services Coordinator. The Services Coordinator will work with the staff of Cornerstone and other community organizations to conduct community and home-based outreach, education, and referrals, as well as support the navigation of social services. The Services Coordinator will be supported by the Resident Services Committee (RSC) regarding implementation and execution. The RSC will be staffed by the Services Coordinator. The goal of this position is to improve health outcomes, including financial and housing stability, for tenants of Cornerstone, residents of the West End and Visitation Park neighborhoods, and the school communities located within the boundaries of Skinker, Page, Union, and Delmar.

Duties will include:

Resident Services Committee (RSC): The RSC is a body of skilled professionals related to social and human services. The RSC is a support team to the Services Coordinator (SC) when carrying out the goals and objectives of the Strategic Plan and Work Plans. The SC is expected to staff the RSC by attending monthly meetings. When forming partnerships, the SC will provide the RSC with proposals for feedback. Thereafter, submit to the Executive Director for approval.

Outreach: Attend community events and meetings, distribute information and marketing materials, and meet with new tenants upon move-in in order to spread awareness of the Service Coordination program and other community resources.

Health Education: Support residents’ physical, behavioral, social, and financial health through free workshops and classes. Work with outside organizations and individuals to coordinate guest presenters when appropriate.
**Home Visits:** Provide home-based, one-on-one diabetes and hypertension self-management education to eligible residents. *Identify potential partners to coordinate with for service.*

**Communications:** Be available to tenants and residents by email and phone as well as during scheduled walk-in hours at Cornerstone.

**Data Collection and Assessments:** Administer intake, intermediate, and post-service surveys and assessments. Collect and document data using Salesforce. Assist in the preparation of reports to document program outcomes.

**Collaborative Team-based Projects:** Establish and maintain positive relationships with local community agencies, service providers, mental health and medical organizations, and other organizations or professionals assisting residents.

**Minimum Qualifications**

The Community-Based Service Coordinator will be thoroughly committed to Cornerstone's mission and vision. Must demonstrate proven skills related to the duties of this position. Qualifications include--

- Bachelor's degree required. Advanced training/certification in community health education, community organizing, and social services preferred.
- Ability to operate within a growing organization by providing strategies geared to accomplishing goals associated with the organization's Strategic Plan and Workplans.
- Past experience in developing and implementing social and human services programs.
- Commitment to resident empowerment, racial equity, quality programs, and data-driven evaluation and planning
- Excellence in community empowerment, with the ability to coach and cultivate volunteers and interns, manage and develop highly engaged volunteer teams
- Passion for healthcare access, improving community health and eliminating disparities
- Strong attention to detail and thoroughness in documentation
• Ability to work independently and within a team setting
• Excellent written and verbal communication skills
• Action-oriented, entrepreneurial, and adaptable
• Demonstrated ability to work well with diverse groups of people and willingness to challenge oneself and others

Note: The Services Coordinator's hours will be split between the Cornerstone office, in-home, and with many off-site meetings and events at partner organizations within the service area.

Preference will be given to candidates who reside in or have a close connection to the West End neighborhood.

If interested in applying for this position, submit a copy of your resume and a cover letter to Keaira Anderson, Executive Director at keaira.anderson@cornerstonestl.org.