



**Community Assistance Network, Inc.**

[www.canconnects.org](http://www.canconnects.org)

<b>Job Title:</b>	<b>Day Program/Financial Education Coordinator</b>	<b>Job Category:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Eastside Family Shelter</b>	<b>Job Code/Req#:</b>	
<b>Location:</b>	<b>Baltimore County</b>	<b>Travel Required:</b>	<b>Minimal</b>
<b>Level/Salary:</b>	<b>TBD</b>	<b>Position Type:</b>	<b>Part-time</b>
<p><b>Job Purpose:</b> Under the umbrella of Community Assistance Network, the Homeless Shelter’s mission is to provide a safe, clean, and supportive community which helps stabilize homeless men, women, and families by promoting self-worth, providing linkages to community resources and encouraging personal responsibility. The Day Program Coordinator will facilitate and manage life skills workshops, financial literacy and therapeutic groups for the residents of Eastside Family Shelter in Rosedale, MD.</p>			

**Essential Duties:**

- Leading and coordinating providers for day program activities.
- Recruiting outside providers for the workshops
- Build/maintain positive working relationships with community partners
- Manage the day program calendar for programming 5 days week.
- Orientation for new clients on the shelter services
- Financial literacy workshops to include each resident in the day program to have a comprehensive budget.
- Liaison for residents and case managers as needed
- Maintain statistics of group attendance and outcomes
- All other duties as assigned

**Education, Knowledge, Skills, and Abilities:**

Bachelors Degree. Knowledge of individual, family and group therapy dynamics and techniques. Experience working with the homeless population, Good interpersonal skills.

Customer Service Focused, Typing (minimum 40 wpm), Data entry skills, Professionalism, Internet Savvy, Handles Pressure well, Excellent Phone Skills, Microsoft Office Suite & Excel

**SUPPLEMENTAL INFORMATION:**

**Physical and Environmental Conditions:** The work of this classification is essentially sedentary but may include occasional walking, standing, and/or other limited physical activities. Some positions within this classification require traveling between work sites.

**Position Type/Expected Hours of Work**

This is a part-time 18 hour a week position. Monday – Wednesday 10 am – 4 pm

**Travel**

Minimal travel for meetings with outside providers.