



One Acorn Street, Providence, RI 02903

BUILDING FUTURES' SOCIAL SERVICES COORDINATOR– POSITION DESCRIPTION

Position Title: Social Services Coordinator
Reports to: Deputy Director
Supervisory Responsibilities: N/A

Primary Responsibility: The Social Services Coordinator is responsible for assessment, case management and care coordination for program applicants, participants and alumni. This position will be an integral member of the program team and will be the primary provider of direct service supports across all programs, including off-site locations. These primary responsibilities will occur under the direction of the Deputy Director and in partnership with the Training Director and other members of the program team.

Secondary Responsibility: The Social Services Coordinator will provide operational program support, including logistical planning, data collection and analysis, and reporting. This position will also partner with the Communications Manager and the Apprenticeship Program Coordinator to implement outreach and recruitment activities and support alumni events, gatherings and meetings.

FUNCTIONS

1. Assessment, Case Management, and Care Coordination

- a. Evaluate and assess each program applicant, including identifying, supporting and minimizing employment barriers. Coordinate services and care to support each individual's needs, including making referrals and follow-up to supplementary social services at all points in time – pre-training, during program participation and post-graduation.
- b. Create individual service plans for each participant, monitoring on-going progress toward self-sufficiency. Maintain accurate and comprehensive files, ensuring compliance with confidentiality and audit standards.
- c. Connect and support program participants in obtaining all entitlement benefits, including SNAP, TANF, WIC, subsidized housing, etc.
- d. Lead weekly case reviews of program participants, with a focus on ensuring those with the most barriers obtain needed services and supports, referring to internal staff and external agencies, as appropriate.
- e. Provide job-search assistance and supportive services for program participants who are awaiting apprenticeship placement and for graduates not entering the trades.
- f. Provide supportive services to program alumni to maximize apprenticeship success.

2. Program Operations

- a. Develop and maintain partnerships with service agencies that will address the needs of our students and graduates, including – but not limited to – housing assistance, GED, employment, and substance use disorder.
- b. Under the direction of the Training Director, coordinate, schedule and support community-based trainings within the construction training calendars, including, financial literacy, rental and home ownership, anti-harassment, and other relevant topics.
- c. Maintain, monitor and analyze participant demographic and outcome data for continuous program improvement and to support grant writing, reporting and presentation needs.
- d. Support program recruitment and outreach, as well as alumni activities and events.
- e. Under the direction of the Training Director, communicate with partners to support trainee placements.
- f. Support reporting requirements and grant applications.

g. Maintain participant records electronically and in hard copy.

3. Organizational Responsibilities

- a. Participate in agency-wide initiatives, providing expertise and support, as needed.
- b. Represent Building Futures at public events, task forces and other external committees and activities.

4. Other Duties as Assigned

Qualifications

- A minimum of 3 years of direct service experience with at-risk populations required, with a preference for experience working with adults with criminal, substance and/or mental health backgrounds.
- Demonstrated skills in assessment, treatment planning & follow-through and documentation required.
- Knowledge of – and interest in – developing and utilizing community partnerships.
- Strong critical thinking, organizational, and communication (oral and written) skills.
- Ability to prioritize multiple competing tasks and activities.
- Self-motivated, creative and committed to personal and organizational excellence.
- Demonstrated ability to collaborate in a team environment, as well as work independently.
- Master's degree in social work, preferred.
- Bilingual (Spanish), a plus.
- Competency with computer programs, including databases, excel, word and outlook.

To apply: Please send cover letter and resume to Debra Medeiros Overly, Deputy Director, at dmedeirosoverly@bfri.org. Resumes received without a cover letter will not be considered.

BACKGROUND

Building Futures was founded in 2007 as a construction industry partnership, focused on leveraging the Registered Apprenticeship model of workforce development. For over 100 years, unions and employers have jointly operated quality registered apprenticeships in the construction occupations to train individuals as highly-skilled tradespeople. Our work spans three distinct but highly aligned areas.

For the benefit of low-income Rhode Islanders, Building Futures developed and operates a comprehensive pre-apprenticeship program to prepare diverse, low-income men and women for success in employment as registered apprentices in the building trades. In addition, we work in partnership with a wide range of stakeholders to ensure construction projects provide employment opportunities for apprentices at the appropriate level to meet future demand for skilled labor through our Apprentice Utilization Program. Our pre-apprenticeship and apprentice utilization program together provide an effective system for workforce development in Rhode Island's construction sector.

From this foundation, we have established Apprenticeship Rhode Island, an initiative to expand the use of Registered Apprenticeship beyond the construction sector. Now, we are helping develop new registered apprenticeship programs in multiple sectors, which include healthcare, information technology, advanced manufacturing and boat building, among others. Working with employers, industry partnerships, government and community-based organizations, we are spreading the proven model of Registered Apprenticeship to benefit the state's workforce and economy.

Building Futures is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.