



## Employment Opportunities/ Job Openings

### **Program Coordinator- Family Stabilization Program**

Catholic Charities Atlanta is seeking a **Program Coordinator** to work with our Family Stabilization Team. Experience with grant reporting, accreditation standards, and working with multicultural populations preferred. Direct experience working with low income clients as well as the ability to understand complex family issues is required. Ability to operate in a fast paced environment with multiple priorities. Bachelor's degree in relevant field and minimum of two years of experience. Ability to communicate effectively verbally and in writing. Highly proficient in power point, excel and word.

#### **Specific Responsibilities:**

1. Responsible for working directly with all Program Managers and the agency Contract Manager to ensure all grant reporting for the Family Stabilization Program is done on time. Responsible for assisting the Program Director with renewal and new grant applications including research needed and creating a schedule for ensuring all grants are submitted on time and the recording of grant information in the Grant Resource Center is up to date and the scheduling of all benchmark meetings.
2. Responsible to review and submit the monthly CQI report for assigned grants. This includes client information and grant benchmark tracking.
3. Responsible for keeping the training schedule for all Family Stabilization Program employees.
4. Responsible for conducting quality reviews of information entered into Casey for all programs within Family Stabilization.
5. Responsible for welcoming visitors, answering or referring inquiries, giving instructions and providing program information. Responsible to handle walk-in clients and guide them towards the staff member and/or service that they need.

6. Maintains security by following procedures for the entry of visitors, clients, volunteers and employees. Responsible for maintaining the movement of staff at remote locations for security purposes.

7. Supporting employees with phone and technology issues by maintaining telecommunication system and being the liaison with the Operations Manager to report/resolve technology and printer issues. Ordering of supplies for the Family Stabilization group and maintaining asset records.

8. Assisting the Program Managers and the Director in their effort to achieve on-time and accurate TLO input by staff.

9. Perform Mental Health Counseling intake for prospective clients.

10. Responsible for accepting fees for mental health counseling, providing client receipts and reconciling the payments with finance department.

11. Responsible for supporting FSP community partnership development

12. Responsible for collecting and supporting client stories and newsletters

13. Performing project work and other duties as needed by the Director of Family Stabilization.

14. Responsible for meeting with immediate supervisor on a regular basis and actively using supervision to strengthen skills and grow as a professional. Responsible for meeting individual benchmarks and other performance measures. Addresses areas of concern in a timely and productive manner. Remains open to feedback from team members and supervisors.

If interested, please email a **resume** and **cover letter** to:

[ccaemployment@ccatlanta.org](mailto:ccaemployment@ccatlanta.org)