

Banner Neighborhoods Community Corporation Outreach Coordinator: Senior Programs

GENERAL DESCRIPTION:

Conduct outreach and case management for older residents in the Greater Patterson Park area; supporting citizens in obtaining home repair, legal services, transportation assistance, home safety improvements, and other items listed below. Candidate will develop specific strategies to enlarge the number of older residents served. Candidate should be self-motivated, interested in assisting seniors, and interested in promoting and supported the Southeast Baltimore community.

SPECIFIC RESPONSIBILITIES include the following:

- Identify, contact, and assist a minimum of 75 low-income older adults per year with issues such as home repair, home modification, or weatherization services.
- Connect older adults to other housing services which include handyman services, tax credits; foreclosure prevention, and tax sale prevention.
- Provide assistance to seniors in applying for resources or benefits that make their homes safer and more affordable.
- Provide Quarterly Data reports and program narratives to the HUBS (Housing Upgrades to Benefit Seniors) program coordinator.
- Submit annual program and financial data to Senior staff as required.
- Maintain records, both paper and electronic, of registration forms, sign in sheets and other records that may be required by funding sources
- Report on activities to funding sources
- Budget preparation and monitoring for programs
- Facilitate community service projects that involve and support seniors
- Build and maintain relationships with people and institutions in the neighborhood, as well as, interfacing with relevant city agencies and services as needed to support program goals.
- Create cohesive programming to achieve the projects selected by program participants and align with neighborhood goals as appropriate.
- Attend meetings as assigned by Banner Neighborhoods.
- Attend quarterly meetings with the Board of Directors.

In addition, Coordinator may be required to:

- Identify and recruit volunteers
- Ensure appropriate background checks are performed on volunteers
- Identify additional opportunities for senior security and quality of life issues
- Expand existing programs and identify additional resources

QUALIFICATIONS

- Bachelor's degree in social work, human services, or gerontology, or equivalent combination of education and work experience;
- Experience working with older adults (ages 60+);
- Excellent interpersonal communication skills, allowing for the Coordinator to interact positively with a wide range of stakeholders, including older adults and

their families or caregivers, fellow staff of Banner Neighborhoods, local residents, elected officials, funders, board members, and government employees;

- English proficiency required; Spanish proficiency desirable.

EMPLOYMENT STANDARDS

- The Coordinator must be self-directed, anticipating opportunities and challenges before they arise and proactively tackling those issues with minimal supervision. While the Coordinator should be able to resolve problems and make decisions, he/she should also know when to seek assistance.
- The Coordinator must be energetic, manage multiple priorities, and possess the ability to work independently and comfortably among diverse communities. The Coordinator must project a professional image to external contacts.
- Most importantly, the Coordinator may have access to confidential and sensitive material and is expected to maintain strict confidentiality with regard to that material and discussions related to it.
- Performance review will be conducted at 90 and 180 days to ensure goals are being met.

To apply, please send a cover letter and resume to
banner.neighborhoods.inc@gmail.com.