

Memo

To: Program Directors
From: Sarah Childress
Date: October 6, 2020
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: Service Coordinator

Location: Knoxville and Lenoir City

Program: Affordable Housing

Position Summary: Works with residents in apartment complexes and site staff to locate resources in the community and refer residents to supportive services.

Duties and Responsibilities:

- Assists residents to determine needs and supportive services.
- Assists residents with coordinating transportation, meals, and homemaker services.
- Researches services available in the community and educates residents on services available.
- Works with local service providers to determine available services in the community and makes referrals.
- Prepares and maintains confidential and secure client files, to including data regarding types of services arranged for and received by residents.
- Participates in area aging network and local community groups related to aging.

Education Requirements:

- Bachelor's degree in Social Work, Psychology, or related field required.
- Associate's degree with significant experience may qualify.

Experience and Skills Requirements:

- Two years' previous work experience with social service delivery with senior citizens and/or people with disabilities.
- Computer literacy, including strong spreadsheet, word processing, and internet skills.
- Thorough knowledge of regulations, policies and procedures which apply to the complexes.
- Good oral and written communication skills and strong administrative skills.

Hours and Benefits: Part-time; Non-exempt

To Apply: Send resume to: DCEA Human Resources, Attn: AHP Service Coordinator, P.O. Box 1218, Morristown, TN 37816.