

## **Union Gospel Mission - Duluth Outreach Coordinator**

### **Position Description:**

Union Gospel Mission Outreach Coordinator is responsible for working directly with UGM guests to access local programming and resources; including coordinating a variety of services to encourage unsheltered individuals to participate in programs that enable them to secure housing and remain stable.

### **Position Responsibilities:**

- Provide a person-centered, welcoming approach to encourage UGM guests to engage in care coordination services.
- Provide crisis intervention and de-escalation support when necessary.
- Relate to people who face barriers associated with poverty, homelessness and diverse backgrounds.
- Expand partnerships with local service organizations – arranging for tabling opportunities, support groups and more within UGM.
- Conduct awareness presentations to local community groups or other interested parties.
- Maintain positive work attitude towards UGM guests, volunteers, and coworkers.
- Follow all UGM policies and guidelines.
- Support the mission and values of UGM.
- Other duties as assigned.

### **Required Qualifications:**

- Bachelor's degree in social work, psychology, sociology or closely related field.
- One (1) year of full-time paid verifiable experience as a licensed social worker.
- Knowledge of community resources, including public social service and assistance programs.
- Knowledge of behavioral health and addiction disorders.
- Knowledge of social and economic factors which influence family life.
- Strong communication and interpersonal skills.
- Possession of a valid driver's license.
- Computer proficiency especially in Microsoft Office applications (Outlook, Word, Excel, etc.).
- Strong organizational skills and an attention to detail.
- Ability to manage multiple priorities.

### **Preferred Qualifications:**

- Ability to exhibit flexibility in weekday work schedule.
- Knowledge of non-profit programming.

**Classification:** This position is 35 hours per week, non-exempt, and benefit eligible.