

## **Social Services Care Coordinator**

Meals by Grace, a dynamic non-profit organization focused on bringing food, hope, and transformation to children and families in need in the Forsyth and Dawson Counties area, is seeking a Social Services Care Coordinator. This position will report directly to the Director of Social Services and work closely with the social services team.

### **Qualifications:**

- Associate, Bachelor, or Master's degree in any of the following areas: Social work (preferred), Human Services, Psychology, Sociology, Counseling, Mental Health, etc.
- One year of work experience or internship experience in case management, utilization review, social services, or related field
- Ability to interact with clients, families, and staff
- Excellent oral and written communication skills
- Experience in Microsoft Office.
- Maintain a positive attitude that supports the organization's mission and vision

### **Responsibilities:**

- The Care coordinator will be responsible for working with families directly, other community partners, and the social services team. Applicant must be able to determine the appropriate setting of care and appropriateness of other resource needs
- Intakes of families and accepting referrals
- Will be actively involved in other miscellaneous tasks while working with the clinical director

### **Other:**

- Work is fast-paced while also providing the most caring, gentle care to a special population. Empathy, caring, and understanding of others are top needed qualities.
- Supervision hours can be provided, as well as CEU if needed for degree requirements.
- Spanish-speaking candidates would be highly considered. Multilingual is a plus.