

January 2024

JOB DESCRIPTION

Job Classification: Program Aide for Drop in Center

Working Title: Drop-in Center Coordinator

The Program Aide overseeing the program and operations of the drop-in center sponsored by the Authority reports to the Authority as well as to the Board of Directors for the non-profit drop-in center where the employee is stationed. This position requires at least 30 hours of work per week.

Supervised by: Executive Director

Employees Supervised: None

Division: Administration

Normal Work Hours/Days: 9:30 a.m. – 3:30 p.m. - Monday – Friday. The scheduled work hours may be altered, as needed .

PRIMARY JOB FUNCTIONS:

Serves as a liaison between the Sharing Place Board of Directors and the Authority.

Supervise the program offered at the 1920 Club drop-in center.

Oversee member sign-in and sign-out.

Ensure daily lunch service at the center via communication with caterer.

Coordinate scheduling of specialized instructors, including art, music, and other areas of members interest

Purchase program supplies, club supplies, and other items within the program budget

Open and close the building each day as required by the daily operation schedule.

Responsible for ensuring drop-in center building is clean and in good repair. Report maintenance needs to JBS in a timely manner and follow-up on completion, as necessary.

Collect and organize new member applications and present the applications to the Sharing Place, Inc. Board of Directors for review, as requested by the Board.

Provide accurate documentation of petty cash/debit card expenditures and be responsible for reconciling the petty cash receipts against expenditures.

Serve as point of contact for the center with the Alabama Department of Mental Health

Perform all administrative duties as required.

Attend Sharing Place Board of Directors meetings and implement and follow board directives, including communication with members of the Sharing Place Board.

Enforce all Sharing Place policies regarding confidentiality of member information.

MINIMUM QUALIFICATIONS:

Experience working with individuals who suffer from severe and persistent mental illnesses is required.

Graduation from high school (or documentation of receiving a GED certificate) is preferred but may be waived for an exceptional job candidate. Valid Alabama driver's license and vehicle to drive is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of serious mental illnesses and how they impact a person is required.

Ability to work autonomously.

Ability to utilize computer, including preparing word documents, managing email, and performing internet searches required

Ability to manage centers day-to-day financial matters

Knowledge of the community and available community resources.

Knowledge of the human services provider agencies in the catchment area.

Knowledge of the legal and ethical issues relative to confidentiality of client records and the ability to interpret and apply them within the scope of the Activity Coordinator's job.

Demonstrate ability to communicate effectively in both writing and orally.

Skills in interpersonal relationships and dynamics.