



**PRIMAVERA
FOUNDATION**

**PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY
JOB POSTING**

151 W. 40th Street
Tucson, AZ 85713

Job Title: Program Coordinator, Casa Paloma for Women
Reports To: Program Manager for Shelter Services
Hours: Full-time, 40 hours per week, flexible to meet the needs of the program
FLSA Status: This is a non-exempt position

PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. Primavera's Casa Paloma provides a drop-in center and secure emergency and transitional housing for single, unaccompanied women experiencing homelessness.

The Program Coordinator for Casa Paloma provides program coordination and direct services to women who participate in the drop-in center and to the nine housing residents. The Program Coordinator assists with the development of individual success plans, provides referrals to other community services/resources, and serves as a liaison with outside entities in order to advocate for the needs of the participants. The drop-in center is a women-only space and affords women the opportunity to take showers, do laundry, eat a warm meal, make phone calls, and receive essential supplies. The housing component of the program provides a safe, women-only space and supportive services, available to residents to work toward identified goals.

The successful candidate will be a compassionate service professional, who is deeply motivated by helping others to achieve sustainability through attainment of their goals, is adaptable to change and able to work at a faster-than-average pace, and is thorough, structured, and detail-oriented.

DUTIES AND RESPONSIBILITIES (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Provide program coordination for Casa Paloma
 - a) Train and supervise Program Assistant and volunteers, and coordinate volunteer activities with Primavera's Volunteer Coordinator.
 - b) Communicate and ensure compliance with Primavera's policies and procedures, including program rules.
 - c) Order supplies as needed in coordination with Program Manager.
 - d) Assist facilities and asset management staff with maintenance plans and work with residents on issues regarding safety and hygiene.
 - e) Organize donations of materials and communicate with Philanthropy staff regarding donors.
 - f) Ensure that participant and program files are properly maintained, meeting grant and confidentiality requirements.
 - g) Provide life skills training and creative experiences to participants through direct presentation and/or outside vendors and presenters.
 - h) Maintain statistical data as required by grant funding sources.

- i) Implement personal protection and sanitizing protocols instituted in response to the COVID-19 crisis as applicable for shelter and outreach settings.
- Provide direct resource specialist services to women who participate in Casa Paloma program:
 - a) Provide services to women through the drop-in center at Casa Paloma in coordination with Program Assistant. Duties will vary from day to day, but may include any or all of the following: assist with laundry, showers, distribution of supplies, meals, and donations; conduct entry interviews, provide resources as needed.
 - b) Assess potential residents and orient new residents to the facility and program.
 - c) Administer SPDAT tools, create and continuously maintain accurate HMIS/Service Point electronic records for all participants, and ensure data is entered within 24 hours of each participant-related contact or activity.
 - d) Establish file for each participant in program, ensuring proper documentation at intake as required by Primavera guidelines and outside funding sources.
 - e) Create individual success plans and meet with each participant at least weekly, monitoring progress and making referrals to ensure participant's success.
 - f) Coach and guide participants ensuring that participants follow through with referrals and advocate for individuals as appropriate, obtain release of information for participants working with outside agencies.
- Attend training and meetings as required including but not limited to those for shelter staff, resource specialists, safety committee, and Primavera All Staff meetings.
- Adhere to and demonstrate Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Ability to interact one-on-one with people with sometimes challenging issues.
- Knowledge of women's issues and community resources and referrals for women.
- Ability to work effectively and communicate positively and professionally with diverse people including participants, volunteers, staff, local agencies and organizations.
- Ability to maintain professional relationships and boundaries.
- Ability to organize tasks and utilize time efficiently.
- Ability to assess and evaluate situations and respond in a professional and safe manner.
- Ability to obtain food handler's certification.
- Ability to attend meetings and appointments at other locations in the community.

MINIMUM QUALIFICATIONS

- Bachelor's degree in social service or related field
- Minimum of two years of case management experience working with people experiencing homelessness
- Proficiency with basic computer systems and software, including database programs.
- First Aid/CPR certification or ability to obtain.
- Fingerprint clearance, or ability to obtain.
- Must have reliable transportation, a current valid driver's license and registration, proof of insurance coverage, and a clean driving record.
- Ability to meet the above knowledge, skills, and abilities

Please note: A combination of education and experience may be accepted in lieu of degree.

PREFERRED QUALIFICATIONS

- Bilingual in English and Spanish.
- At least one year experience working with women and/or trauma related work experience
- At least one year experience providing direct behavioral health services

PHYSICAL ENVIRONMENT/CONDITIONS

- Standing for extended periods of time
- Ability to lift up to 25 lbs.

(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

To apply for this position, please send cover letter and resume to jobs@primavera.org.