



Position: Program Coordinator
Program/Department: Prospect Plaza & Bay Park Family Services in Coney Island
Reports to: Division Director, Early Childhood & Family Services
Hours: Full Time

Position Summary:

BCS provides services to the residents including case management, job readiness, social service referrals and group work. These locations also offer Family Support Services, which include financial literacy and health and wellness programs enabling BCS clients and residents from the surrounding community to enhance children's and family emotional, social and physical well-being.

Responsibilities:

- Provide case management and needs assessment to residents
- Provide counseling and mental health referral services
- Provide referrals for legal guidance and housing support
- Evaluate and provide employment support for residents.
- Create external partnerships with community services
- Track and provide quarterly billing for services
- Participate in agency wide groups and meetings as required.
- Assist with development of funding proposals as needed.
- Other tasks as may be required.

Qualifications:

- Bachelors degree in social work
- Computer literate in excel

Qualifications Preferred:

- Bilingual in Chinese or Spanish
- Masters degree in social work

Contact:

Email Resume and Cover Letter to:
Emily Rios, Division Director, Early Childhood & Family Services
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