



Position Description: **Director**

The Coalition Against Poverty in Suffolk, Inc. (CAPS) is a collaborative effort of churches to address poverty on two levels: level 1 - the crisis of an immediate need and level 2 - the underlying causes of these needs. Suffolk churches have partnered to create and fund a central intake center where individuals in need of crisis assistance can take their requests. The Director will initially assess the needs of individuals and link them to the appropriate resources, providing emergency bill assistance when appropriate. In addition to providing resources, the Director provides support, coaching, education, encouragement, prayer and a listening ear.

Employment Type: Up to 30 hours/week (part-time)

Responsibilities

Intake and Assessment

- Assess each request for assistance on an individual basis; Determine appropriate action based on the unique situations, resources, skills, abilities and needs of each applicant.
- Provide immediate bill assistance when appropriate
- Provide basic financial counseling and other recommendations based on biblical principles
- The process of intake and assessment will take approximately 80% of the Director's time.

Connection to Community Resources

- Be familiar with and able to communicate the various resources available in the community
- Connect applicants to relevant resources

Networking with Community Partners

- Be active and involved in building and maintaining working relationships with current community partners including churches, government agencies, help agencies, donors, businesses and individuals
- Work with Board of Directors and staff to seek out like-minded community churches, donors, business and individuals to partner with CAPS

Reporting and Data Collection

- Provide monthly service and client reports to the Board of Directors
- Document all client data in a database
- The Director reports directly to and is evaluated by the President of the Board. The CAPS Executive Board functions as the governing board.
- The Director oversees and works with the Bookkeeper & Administrator to ensure that all financial records, client data and other records are well-kept and reported

CAPS Night Stay Program

- Oversee the Night Stay Administrator, ensuring that the Night Stay Program (rotating winter shelter) runs smoothly
- Work with the Night Stay Administrator to assess the needs of guests and connect them to appropriate resources



Desired Skills and Experience

- Excellent verbal communication and people skills
- Ability to lead and work well with a team
- A minimum of 2 years' experience in human services, poverty alleviation, community development, social work, or a related field
- Proficiency in Microsoft Office applications (primarily Excel and Word)

Critical Characteristics

- Mature Christian faith, as defined by the Apostles' Creed
- Deep commitment to care for vulnerable people
- Strong relational skills; demonstrating compassion and respect for all individuals
- Excellent networker
- Self-starter with strong initiative
- Proactive, flexible, and creative problem solver
- Well organized and pays attention to detail

Please submit resume, cover letter, statement of faith, and three references to:
searchcommittee.caps@gmail.com