



## Erie Regional Housing Development Corporation - The Belle Center Job Description

**Title:** Supervision & Treatment Services Juvenile Program- Program Coordinator

**Report To:** Executive Director

**Hours:** 40 hours per week/flexible to program needs

### **General Function:**

The incumbent for this position must have 1 - 3 years of successful experience in planning, organizing, promoting and directing prevention programs for youth and young adults. The applicant must have the ability to make independent decisions that adhere to the purpose and goals of Erie Regional Housing Development d/b/a the Belle Center. The incumbent must possess effective oral and written communication skills, as well as, the ability to build and maintain positive working relationships. The incumbent must successfully complete the child Abuse Prevention Training prior to employment.

### **Qualifications:**

1. A Bachelor's Degree from an accredited college or university with a major in education, special education, vocational guidance, counseling, case management of at risk youth, human/social sciences or related field; with 3 years' experience or Associates degree with six years' experience in education, special education, vocational guidance, counseling or case management of at risk youth, human/social sciences or related field
2. Demonstrated desire to work with a diverse group of individuals
3. Proven ability to work as both a team member and independent leader

### **Specific Responsibilities:**

1. Oversee all individual and group counseling sessions and is the primary staff person responsible for community center youth against violence program, including:
  - a. Scheduling activities, workshops and publishing an accurate weekly activity calendar (to include outings and weekend camping trips).
  - b. Maintains required individual work plans, sign-in sheets, incident reports, workshop planning.
  - c. Responsible for targeting problems and developing communication tools and skills.
2. Plan and develop new and expanded counseling programs under the guidance of the Executive Director.
3. Responsible for submission of periodic reports required by funding source.
4. Responsible for counseling evaluations and acts as a liaison between schools, probation department various governmental agencies and departments.
5. Shall be available in an emergency to respond to the needs of youth at risk.
6. Performs other related duties which may be assigned by the Executive Director.

**THE BELLE CENTER-ERIE REGIONAL HOUSING DEVELOPMENT CORPORATION**  
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### **Special Requirement**

1. Possession of a current NYS Driver's License, which must be presented at time of appointment and maintained during employment with reliable transportation.
2. Criminal Background Check Required

### **Supervision**

Is defined as the responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.

### **Application:**

Employment applications can be found on The Belle Center website at [www.thebellecenter.org](http://www.thebellecenter.org). Applications will be accepted until the position is filled. Please submit application, a cover letter and resume to:

Attn.: Human Resources  
Erie Regional Housing Development Corp. - The Belle Center  
104 Maryland Street  
Buffalo, NY 14201  
Or via email: [hr@thebellecenter.org](mailto:hr@thebellecenter.org)

**Erie Regional Housing Development Corp. - The Belle Center is an Equal Opportunity Employer.**

**Public housing and low income residents are encouraged to apply.**

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