

EPIC - EVERY PERSON INFLUENCES CHILDREN, INC.
Program Coordinator– Families in Transition Program

Summary of Responsibilities: Responsible for performing intakes and assigning parents who have experienced domestic violence, mental health challenges, drug/alcohol abuse or have abused or neglected their children, to groups for EPIC's Families in Transition Parenting Education Program. Assist program manager with reporting requirements, data entry, evaluation forms, and other contract requirements, in addition to becoming an EPIC trained facilitator and facilitating parenting workshops. The ideal candidate must be competent working with diverse cultural and ethnic populations, comfortable working with at risk participants, including those with mental health diagnoses; work well in a team and independently; have great communication skills; be comfortable speaking to small groups and prior facilitation experience is desirable.

Education/Experience: BA in Social Work or Mental Health field required; LMSW, LCSW, MSW or LMHC preferred. Minimum one to three (1-3) years of experience in human services; may include unpaid work. Prevention Certification desirable (e.g. CPS, CPP, CASAC) if not a Licensed professional.

Job Requirements include a flexible schedule to include occasional evenings if needed, must have own transportation and a background check required.

Salary: \$32,000 - \$33,000 depending on degree and experience.

EPIC is an Equal Opportunity Employer. **All responses must include a cover letter and resume and submitted via email to hr@epicforchildren.org. No phone calls please.**