



Part-Time Site Based Match Support Specialist

QUALIFICATIONS

1. Knowledge of social work philosophy, principles, methods, and an ability to use this knowledge positively in casework practice.
2. Understanding of community resources.
3. Ability to analyze behavior significance, formulate a plan of action and write evaluative social histories, progress notes, and reports.
4. Ability to research, initiate, plan and implement site-based programming.
5. Flexibility, able to work some evening and occasional weekends. Most hours will occur Monday-Friday between 8 am – 3 pm.
6. Experience working with computers & knowledge of MS office products
7. Valid Indiana or Michigan Drivers License and proof of insurance
8. Ability to manage time wisely & multi-task
9. Professional attitude and manner
10. Ability to relate well to adults and youth.
11. Strong verbal and written communication skills.
12. Emotional maturity, good judgment, integrity, flexibility, resourcefulness, and enthusiasm.
13. Commitment to the mission of BBBS of Northeast Indiana.

EDUCATION

A minimum of a Bachelor's degree in behavioral science or related field.

POSITION RESPONSIBILITIES

1. Interview, assess, and screen individuals for needed services, including but not limited to providing support for other staff in processing site-based Littles and Bigs.
2. Work with appropriate staff to ensure timeliness in processing volunteers.
3. Actively recruit and market for volunteers, with the main focus on Site Based – Bigs in Schools volunteer recruitment. In addition, provide input and assistance in collaboration with marketing department in recruiting Bigs.
4. Develop, maintain, and implement training, education and incentives for volunteers, in collaboration with SB Team Lead.
5. Supervise individual cases, Site Based matches, provide case management services, maintain casework records and reports on matches. Follow timelines set forth in SOP's to do so.
6. Attend program staff meetings.
7. Meet bi-weekly or as determined with supervisor to discuss casework management.
8. Keep a monthly casework summary report, as determined by supervisor.



9. Attend trainings to further case management and other professional skills as scheduled and directed by supervisor.
10. Provide staff supervision of case managers when designated and deemed appropriate by supervisor.
11. Develop and implement policies and procedures to ensure that Site Based youth and volunteers are brought through the application process effectively and efficiently.
12. Develop and maintain relationships with schools and social services agencies as assigned by supervisor.
13. Participate in public relations and fund raising projects as requested by agency management.
14. Perform other duties required by agency management and deemed necessary by supervisor.

Send resume to: tahnea.cayce@bbbsnei.org
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