

BIG FUTURES MATCH SUPPORT SPECIALIST

QUALIFICATIONS

1. Knowledge of social work philosophy, principles, and methods.
2. Ability to apply casework practices.
3. Procuring and/or coordinating community resources.
4. Ability to analyze behavior significance, formulate a plan of action.
5. Ability to write and evaluate social histories, progress notes, and reports.
6. Experience with computer programs including Microsoft Word and Excel.
7. Ability to work evenings at least twice a week and weekends as needed.
8. Valid driver's license and proof of auto insurance.
9. Reliable transportation
10. Professional attitude and manner.
11. Emotional maturity, good judgment, integrity, flexibility, resourcefulness, and enthusiasm.
12. Ability to relate well to adults and youths of all demographics and socioeconomic statuses.
13. Strong verbal and written communication skills.
14. Commitment to the mission of Big Brothers Big Sisters – To help children reach their potential through professionally supported one-to-one relationships with measurable impact.
15. Commitment to the role as advocate to BBBSNEI's culture of distinction that revolves around our core values of safety, integrity, passion, customer service, excellence, ownership, and communication.

EDUCATION

Bachelor's degree preferred in Social Work, Psychology, or an agency approved related field. High school diploma/GED equivalent and four years of agency approved work required if no bachelor's degree.

POSITION RESPONSIBILITIES

1. Responsible for maintaining compliance with the Big Brothers Big Sisters Service Delivery Model and for the expectations and goals for the Big Futures statewide initiative.
2. Direct program activities toward the project goals and objectives.
3. Provide all necessary documentation, reports, data, and case management notes to the Big Futures Team Lead for reporting and evaluation purposes.
4. Provide all necessary reports and grant data to the Grants Manager for reporting purposes.
5. Work with the Grants Manager and Big Futures Team Lead to manage general restrictions with the agency program.
6. Work with the Big Futures Team Lead and Grants Manager to monitor, document, and implement the program.

7. Responsible for maintaining compliance as it relates to grant activities and expenditures in coordination management.
8. Ensure high-level proficiency in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function.
9. To be familiar with and effectively utilize Matchforce (agency information management) for documentation of all contact with volunteers, parents, and children.
10. To provide timely and comprehensive written summaries of all contacts.
11. Assure all Matchforce data regarding each volunteer, youth, and match is accurate and up to date.
12. Develop and use appropriate materials for each match to successfully guide each individual student toward the goals and objectives of the program.
13. Plan and coordinate all special events, and match related events for the Big Futures matches, students, and volunteers.
14. Maintain a schedule of events on an annual calendar basis in accordance with the goals and objectives of the program.
15. Provide and/or coordinate transportation, and any other details, related to events and activities for students and volunteers.
16. Attend volunteer/youth group recreational and educational activities as required and pick up/drop off youth as needed.
17. Coordinate with appropriate College/Career partners throughout the state to develop the Big Futures program, including scheduling job and college tours.
18. Participation in public relations, recruitment, and fund-raising projects as requested by the Executive Director.
19. Provide and conduct Mentor Training specific to Big Futures mentors.
20. Conduct Big Futures Orientations for all matches transitioning into the program.
21. Conduct matchups for new matches entering directly into the Big Futures program.
22. Perform other duties as required by agency management.

ON-GOING TRAINING

1. 21st Century Scholars, including the application process and requirements to remain a Scholar.
2. High school graduation requirements.
3. SAT/ACT, including the registration process and study/prep materials.
4. FAFSA, including the deadline and how to file.
5. Job training and alternative education/training options, including the military, trades, and job shadowing.
6. Teen/young adult development (i.e. being able to discuss the following topics with Littles in an organic way: sexuality/sexual health, birth control, healthy relationships, mental health, budgeting/financial wellness, safe internet/social media usage, etc.).
7. Indiana driving laws and driver's education options.
8. College Scholarships.
9. College application deadlines.

OTHER MATCH SUPPORT FUNCTIONS



1. Attend Match Support staff meetings, supervision, and training as directed by Big Futures Team Lead.
2. Meet with Big Futures Team Lead on a regular basis to discuss casework management and any concerns that may negatively impact a match.
3. To share potential partnership relationships with development and/or marketing staff as discovered through volunteers and parents' employers and affiliations.
4. Attend training courses to further knowledge about department as directed.
5. To assist with a minimum of One Match Activity monthly to continue creating bonds with matches and to assist Activity Coordinator with event
6. To conduct WLUP as requested by Team Lead
7. To Attend Program Events, Sponsored by Development
 - a. Volunteer Recognition Dinner – required
 - b. Little Grad Party -Big Futures required
 - c. Attend the Brad Miller Camp out OR the remaining program community events - required

SUPERVISION

1. Reports to the Big Futures Team Lead
2. 90 Day Review and Annual Reviews

SALARY AND BENEFITS

Starting salary range: \$37,000 - \$44,000 annually dependent upon qualifications and experience
Available benefits: Health Insurance, Long Term Disability, Life Insurance, Vision Insurance, Dental Insurance & PTO after 60 Days. 401k after 90 days.

ACKNOWLEDGEMENTS

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Supervisor: I have reviewed this job description with my employee.

Signature: _____ Date: _____

Human Resources

Signature: _____ Date: _____