



## AfterCare Coordinator Job Description

### Summary:

Founded in 1994, Family Promise of Greater Indianapolis (FPGI) is a small but growing homeless assistance and shelter agency for families with children. We work to eliminate homelessness in Greater Indianapolis through our Interfaith Hospitality Network (IHN) shelter, our new Diversion program and Apartment Shelter Project, and our AfterCare program. The offices are located at the Family Promise Day Center at 1850 N. Arsenal Avenue, Indianapolis, IN 46218.

FPGI seeks a new AfterCare Coordinator. The position is 20 hours per week, non-exempt. The goal of the AfterCare Coordinator position is for at least 85% of the families successfully completing one of the shelter or diversion programs to maintain their new permanent housing for two years. This goal is accomplished by coordinating facilitators to provide skill-development workshops and support groups that clients can participate in for up to two years, and by providing case management for up to six months after a client family completes the shelter or diversion programs. The position reports to the Home-Based Programs Manager who oversees the AfterCare and Diversion programs. Learn more at [www.fpgi.org](http://www.fpgi.org).

### Essential Responsibilities:

#### *Case Management (approximately 12 hours/week)*

- Support the shelter and diversion case managers with the transition to permanent housing when one of their client families completes their program. This can include attending lease signings, doing housing walk-throughs, helping move belongings, and other tasks that build relationship and trust right before the entrance into AfterCare.
- Conduct AfterCare intakes/orientations for client families completing shelter and diversion programs (approximately 30 client families per year).
- Meet weekly with client families in their first month, bi-weekly in months two and three, and monthly in months three-through-six to set goals, provide resources, referrals, and support to achieve the goals.
- Enter client intake and exit data in HMIS (regional database, training provided).
- Assess clients' need for emergency financial assistance, and turn in requests with documentation to supervisor for Family Assistance Fund help.

#### *Coordination of Workshops/Groups (approximately 5 hours/week)*

- Recruit, prepare, and coordinate facilitators for weekly workshops in the areas of Money Management, Tenancy and Homeownership, Parenting and Education, and Healing from Trauma.
- Promote workshop attendance amongst client families, recording attendance, and submitting documentation for financial attendance incentives.

#### *Other (approximately 3 hours/week)*

- Attend weekly case conferences, staff meetings, and special events for the organization.
- Other reasonable duties as assigned.



## Requirements

- Compassion, inclusive attitude, communication skills, respect for confidentiality.
- Two years case management experience in social services setting.
- Bachelor's degree in social work or related field (or two additional years case management experience).
- Proficiency in Microsoft Word and Outlook (Excel a plus).
- Knowledge of Indianapolis social service/public assistance resources a plus.
- Ability to pitch in with all staff and guests and take responsibility for our shared space.
- Able to walk up and down as many as three flights of stairs to visit clients in apartments.
  - *During COVID-19, visits with clients are by video conference when possible. If a client visit has to occur, masks are required, and it is brief (for example, a porch drop-off of a tenancy application).*
- Able to lift up to 30 pounds.
- Must provide your own vehicle for work transportation and have a valid driver's license. Willingness to drive a 15-passenger van a plus to help with client move-outs is a plus.

## Schedule

The schedule has the potential to be flexible, but must include the following:

- Thursday evenings available for video-conference AfterCare workshops (typically 7:00pm to 8:30pm);
- Two days with at least four office hours at the Day Center, potentially (not often) helping with door and reception coverage if needed.
- Other hours can be completed by telecommuting from home (laptop provided), or through visits in the field. These hours can be flexible approved by the supervisor, but need to be consistent so the staff team knows when they can request support from the AfterCare coordinator.
- *Note: Office hours at the Day Center are currently reduced for all staff due to COVID-19 procedures, and none are currently required for the AfterCare coordinator. It is expected that office hours will return to normal in July 2021 if staff and clients have received vaccinations.*

## Compensation

- Hourly wage commensurate with experience (\$16-20/hour)
- SIMPLE IRA retirement plan with 2% employer match
- Mileage reimbursement (IRS rate per mile)
- \$25/month cell phone reimbursement, and app to disguise cell phone number
- PTO (60 hours in first year, equivalent to three weeks), plus 7 paid federal holidays

## To Apply

After researching the organization, please email your resume and cover letter directly to the executive director at [mike@fpgi.org](mailto:mike@fpgi.org).