



Meals on Wheels South Florida – Social Worker/Intake Coordinator

POSITION TITLE: Social Worker/Intake Coordinator

STATUS: Full Time (37.5 hours / week)

SALARY: \$30,000 per year

BENEFITS: Employer Sponsored (100%) Health, Dental, and Life Insurance Optional 403B, Supplemental Insurance and Dependant Coverage

REPORTS TO: Social Work Manager

POSITION DESCRIPTION: The Intake Coordinator serves a vital role in the success in our mission to end hunger across all ages with kindness, dignity and compassion. Join our dedicated team in caring for those most in need in our community

Description of duties:

- 1) Answer telephone and email inquiries and process requests for information and services.
- 2) Conduct in-home visits as needed, to assess or re-evaluate the needs of the client.
- 3) Complete assignments, documentation, maintain files, etc. all on a timely basis.
- 4) Work with Supervisors/Manager to identify and document unmet needs of the persons we serve.
- 5) Help build relationships with community organizations and businesses. Seek and attend training sessions available to build on personal, interviewing, and professional skills.
- 6) Assist with training at Intake Desk for all employees and interns.

QUALIFICATIONS:

- Bi-Lingual (Spanish and English) strongly preferred
- Bachelor's Degree or equivalent experience in relevant field.
- Knowledge of the Aging Network, informal and formal community resources, and their eligibility requirements.
- Strong commitment to helping those most in need in our community.
- Computer Literate – MS Word, Excel, Client Management Systems
- Ability to work independently on projects in a timely manner with minimal supervision.
- Strong organizational and coordination skills with high attention to detail.

TO APPLY CONTACT: Winnie Francois, MSW – 954-714-6947; Please submit resume and cover letter to wfrancois@mowsoflo.org

APPLICATION DEADLINE: Position immediately available - Open until filled

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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