

JOB POSTING
ST. CHRISTOPHER'S INN
4/9/18

- Position:** "Solutions to End Homelessness Program",
(STEHP) Program Coordinator
- Reports to:** Administrative Director, Counseling/Shelter Services
- Position Summary:** Coordinator of STEHP program overseeing 2 staff members. Responsible for data collection and quarterly reports. Meets with all incoming clients and enters data into HMIS system. Conducts outreach to area facilities. Facilitates weekly lecture series. Provides individual and group counseling. Position requires high organizational skills. Other requirements: standing or sitting for long periods of time- typical office work environment including computer skills. Must be willing to travel to network, and have a valid driver's license.
- Department:** Solutions to End Homelessness Program
- Days:** Monday-Friday
- Hours:** 8-4:30pm- Days and hours flexible to needs of program outreach
- Minimum Education:** Bachelors, with QHP
Masters in related behavioral health field QHP preferred.
- Minimum Experience:** 3 years' experience in Counseling or Case Management in the field of Substance Use Disorders or Mental Health treatment.

*Interested candidates should contact the H.R. Dept. for an application to
Apply for the posted position; or you can get one by e-mailing
HR@atonementfriars.org. The application should be completed and
Returned to H.R. via e-mail or faxed to 845- 424-2165.*