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**GOING HOME HAWAII**  
**JOB DESCRIPTION: EAST HAWAII CARE COORDINATOR**  
**FULL-TIME EXEMPT**

**(Immediate Opening)**

Under the general direction of the Programs Manager, this position works collectively with the team to create a transformative community experience where clients receive support and accountability in their reintegration journey. These duties may include, but are not limited to the following:

**Duties and Responsibilities**

- Provide case management services to all East Hawaii Hilo Reentry clients.
- Assist all clients with budgeting skills and ensure on-time payments of program fees.
- Provide necessary support and coordination of services for contracts with outside agencies.
- Assist in the coordination of life skills groups, house meetings, outings, and promote participant involvement in outside pro-social events and activities.
- Utilize the agency database to input data and track outcomes.
- Receive and respond to referrals from HCCC, Hawaii Intake Service Center, the Public Defender's office, Adult Probation, Drug Court, and the Hawaii Paroling Authority
- Upon intake of a new client, develop and implement comprehensive service plans based on individual client needs and review and evaluate the service plan on an ongoing basis
- Assist clients in securing and maintaining employment, establishing a budget and savings plan, and develop a long-term housing plan for successful transition at program completion.
- Coordinate or provide referrals to appropriate service organizations as needed.
- Provide individual case management sessions with clients at regularly scheduled intervals.
- Maintain effective communication and collaboration with all team members, to include external partner agencies such as: Primary Care Providers, Contract Providers, Probation and Parole Officers, Police Officers, Mentors, Mental Health and Substance Abuse Treatment Providers, and others involved in providing client care.
- Participate in performance evaluation activities; suggest changes for improvement, if needed.
- Properly respond to reasonably expected situations that may arise in a reentry housing program.
- Perform any other duties as assigned.



### Minimum Qualifications

- Bachelor's Degree in psychology, sociology, or any related field preferred;
- (relevant work experience can be substituted for educational requirements)
- Two years of social services work experience with a nonprofit or other related entity preferred.
- Justice System lived-experience a plus.
- Excellent verbal, written and interpersonal communication skills.
- Ability to work effectively with people of diverse educational and cultural backgrounds, from justice-involved persons to public officials.
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications.
- Knowledge of the criminal justice system and experience working with justice-involved persons.
- Knowledge of substance use and mental health disorders and treatment modalities.
- Knowledge of homeless issues, and best practice approaches.
- Knowledge of Native Hawaiian culture and practices.
- Availability to work evening and weekend shifts.
- Valid driver license; personal vehicle with adequate insurance; able to travel locally, state-wide and to the continental U.S.

### Physical Abilities

- Climb and/or walk up and down stairs and/or walkways.
- Sit, walk and/or stand for periods of up to one hour at a time.
- Lift, carry, pull and/or push items up to 30 pounds at a time and for short distances. Such motions may include reasonable bending, stooping, reaching, and twisting.
- Perform other duties as assigned.

### Scheduling Requirements

- Regular full-time classification. General business hours Monday through Friday, including some evenings and weekends. Hours and days may vary based on the needs of the organization.

### Salary Range

- \$40,000.00/yr - \$42,000.00/yr