

THE JOHN R. OISHEI FOUNDATION POSITION DESCRIPTION

MOBILE SAFETY-NET TEAMS SUPERVISOR
\$33,000-\$37,000 (plus Benefits)

Reports to: Basic Human Needs Oversight Committee

Primary Function: The Mobile Safety-Net Teams Supervisor will identify and pursue strategies to increase awareness of and access to resources for unemployed individuals and their families through the management of three mobile teams. The Supervisor will also be responsible for engaging rapid assessments to identify strengths as well as opportunities for capacity building at an organizational and community level.

Duties & Responsibilities:

1. Evaluates economic indicators for the service area of Erie and Niagara Counties to identify locations for community assessment and outreach activities.
2. Identifies and maintains on-going relationships with key community members in identified locations to support project activities.
3. Recruits, trains, and supervises volunteers, interns, and staff members as needed for the full execution of activities.
4. Designs workable action plans for each identified community location.
5. Defines individual roles, expectations, and protocols for each engagement activity.
6. Works with project partners to develop tools and advance strategies that promote engagement activities.
7. Develops and tracks indicators to evaluate engagement activity outcomes.
8. Ensures collection and delivery of high quality data to project partners.
9. Monitors programmatic budgets.
10. Provides key community stakeholders with progress updates on Mobile team activities.
11. Acts as spokesperson for the initiative including presentations and community education.
12. Recommends and maintains policies, procedures and objectives.
13. Coordinates team meetings and trainings as needed.
14. Performs other duties as requested.

Preferred Qualifications:

Demonstrated ability to:

- Supervise multiple individuals within multiple work environments;
- Interact with diverse populations (e.g.: socio-economic, racial and ethnic, and gender);
- Be a self-starter and work independently with minimal supervision;
- Communicate with multiple audiences; and
- Have knowledge of social services in Erie and Niagara Counties

Other Qualifications:

- Master's degree in related fields such as social services or public administration OR a Bachelor's degree in related fields with five years of experience in project management, including staff and volunteer management and resource development.
- Excellent writing and project management skills;
- Excellent verbal and interpersonal skills;
- Ability to write reports, grants, business correspondence, and procedure manuals;
- Strong public relations and team-building skills;
- Experience with volunteer and staff management, resource development, and evaluation.
- Ability to manage organizational budgets;
- Ability to solve practical problems;
- Ability to deal with a variety of variables in situations where limited standardization exists; and
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills:

Solid computer skills, including experience with Microsoft Word, Excel and Access necessary. Must stay current with job- and industry-related technology.

Other Requirements:

Transportation Requirement:

Individual must possess a valid driver's license and a reliable automobile.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is frequently required to speak, hear, see and use depth perception. The employee must occasionally lift, carry, push and/or pull up to 50 pounds. The employee is occasionally required to climb stairs, balance, stoop, kneel, crouch, crawl, reach, handle, and feel. Specific vision abilities required include close vision, color vision, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.