Job Title: COORDINATOR OF SOCIAL SERVICES  
Job Category: Temporary
Department/Division: MAYOR
Location: 155 MARKET STREET, PATERSON, NJ 07505
Level/Salary Range: $70,000.00
Contact: Eugenia Byfield

Resumes & Applications are accepted via regular mail, fax or e-mail.
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Regular Mail: Eugenia Byfield, Personnel Officer
Division of Human Resources (Personnel)
City of Paterson
125 Ellison Street, Suite 300
Paterson, NJ 07505

Posting Period: 07/01/2022-07/14/2022

Job Description

Role and Responsibilities
Under supervision, plans, develops, organizes and coordinates social service programs and related activities designed to aid residents returning home from prison or jail; supervises program activities; does other related work as required.

Examples of Work
- Coordinates and administers social services promoting reintegration to the community.
- Coordinates, plans, and develops a public relations program which includes preparation of informational releases and promotional materials for community programs.
- Investigates potential sources of local, state, and federal assistance to families, and recommends the most desirable and necessary programs.
- Makes use of resources of other agencies and groups to make programs more effective.
- Supervises staff engaged in program activities.

Requirements

Education: Graduation from an accredited college or university with a Bachelor’s degree.

Experience: Three (3) years of guidance, social welfare, or psychological experience in a public or private agency or organization, one (1) year of which shall have been in a supervisory capacity.

Knowledge & Abilities
- Knowledge of the purpose, policies, standards, and procedures involved in community relations and social service programs.
- Knowledge of problems and methods to be followed in coordinating social service programs.
- Knowledge of the organization, objectives, and activities of varied types of public and private social agencies.
- Ability to organize, develop, plan, and coordinate community relations and social service programs.
- Ability to make and execute plans for effective utilization of available funds, personnel, equipment, materials, and supplies.
- Ability to prepare clear, accurate, and informative reports containing findings, conclusions, and recommendations.