



Compass Center for Women and Families Coordinator of Enhanced Client Services Position Description

Job: Coordinator of Enhanced Client Services

Reports to: Finance and Human Resources Director

Classification: Part-time (15 hours per week average). Non-exempt from FLSA. Occasional evening and weekend hours will be required.

Salary: \$17/hr.

Organization Summary: Compass Center for Women and Families is hiring a part-time Coordinator of Enhanced Client Services. Join our growing non-profit organization with an annual budget of \$1Million, a committed staff, and dedicated volunteers to continue Compass Center's long history of successful service delivery to community members in Orange County and the surrounding area. Compass Center is proud to serve over 6,500 clients each year with essential programs and services like career and financial education, legal resources, and support groups, all open to the public. Additionally, Compass Center is the only Orange County resource for comprehensive domestic violence crisis services and education. Compass Center works closely with Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to healthy relationships in middle school health classes.

Position Summary: The primary responsibility of the Coordinator of Enhanced Client Services is to assist clients in accessing enhanced housing and mental health services. The position will process payouts to vendors related to the agency's Victims of Crime Act (VOCA) Therapeutic and Housing Services grant and maintain the financial records related to grants expenses. Report to the Director of Finance and HR.

Essential Job Duties and Responsibilities:

VOCA Therapeutic and Housing Services Grant Work (70%)

- Responsible for accounts payable and maintenance of detailed records of expenditures incurred for clients.
- Work directly with clients eligible for, and receiving, project funds.
- Maintain proper documentation of client contacts.
- Coordinate with staff and advocates to accomplish goals of the project.
- Follow policies and procedures developed for the project.
- Serve on the Therapeutic and Housing Services Working Group.
- Communicate with third party vendors, such as mental health service providers, landlords, and utility services.

General Grants Work (30%)

- Process agency Accounts Payable
- Track expenses by grant and maintains records of individual grant budgets.
- Assists with the timely and accurate filing of monthly grant cost reports.
- Assist with construction of monthly, quarterly, semi-annual, and ad hoc projection reports.
- Other duties as assigned by the Director of Finance and Human Resources and the Executive Director.

Qualifications:

- Bachelor's degree preferred; accounting experience a plus.
- Professional accounts payable experience required.
- Microsoft Office products (Word, Excel, Outlook) required.

- Demonstrated excellence in organizational, managerial and communication skills.
- Ability to work effectively with and appreciate people of all backgrounds.
- Possess integrity, discretion and compliance. Can be relied upon to act ethically.
- Work Management: Effectively manages time as a resource; establishes realistic priorities; schedules own time and activities effectively; gives balanced focus and attention to appropriate long-and short-term priorities.

We actively encourage diverse candidates to apply. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, age, gender identity or expression, sexual orientation, disability, national origin, genetic information, or veteran status.

To apply, please send a cover letter, resume and three professional references (prefer at least one from a direct supervisor) to employment@compassctr.org. Please include the job title in the subject line of the email. No phone calls please. Applications will be reviewed as they are submitted and will be accepted until filled.