CLASSIFIEDS

PROFESSIONAL

SCHOLARSHIP PROGRAM COORDINATOR/CASE MANAGER

Will coordinate all aspects of a scholarship pro gram related to recruiting, retaining, monitoring and recognizing both potential and current pro grams and activities. Provide counseling and guidance to low-income families in order to assist then in achieving goals for family self-sufficiency. Will represent scholarship program in various public forums, follow through with all contacts that wil generate applications for the scholarship. Provide Scholarship Committee with comprehensive, detailed reports about participants. Serve as advocate and mentor to participants. Assist participants in finding support services on campuses, coordinate special events such as annual recognition ban quets, awards day, etc.

Meet with families to identify needs and barriers to achieving self-sufficiency and upward mobility. Coordinate services with other agencies and conduct training, workshops and programs. Provide career counseling. Monitors participant progress prepares reports. Take applications and interview prospective participants, investigates and resolves problems and complaints. Will interact and comunicate with participants, applicants, Authority staff and Board, various agencies and general pub-

Must have knowledge of principles of social work and case management, career development and counseling. Must have writing skills and skills to establish and maintain effective working relationships with residents, college, governmental agencies, civic groups and general public. Possess a college degree in Social Work, Counseling, Education, Psychology or related field with at least two years experience in above fields; or combina tion of education, training or experience. Must have valid NC Driver License with good driving and police record. Must be able to pass drug test.

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