



219C Blackhorse Lane, North Brunswick, NJ 08902

1600 Perrineville Road, Suite 52, Monroe, NJ 08831

732.777.1940

office@j fsmiddlesex.org

Essential Needs Program Coordinator

Job Description:

JFS Middlesex seeks a full-time Essential Needs Program Coordinator to ensure a smooth and efficient entry for clients into the agency service structure by coordinating linkages between:

1. clients and JFS service divisions
2. clients and external resources or service providers
3. referring agencies and JFS service divisions
4. referring agencies and external resources or service providers

Responsibilities:

1. Respond to all requests for service
 - a. provide information on an immediate basis, as needed
 - b. refer clients to JFS divisions and/or other agencies, as needed
 - c. mail information to clients, when appropriate
2. Record all requests for service including information determined by the agency, e.g., type of request, demographic information, linkage to JFS division and/or external resource, etc.
3. Complete required recordkeeping forms on a daily basis using forms and procedures as established by the agency and as required by funding source(s)
4. Research, collect, organize, and update community resource information used to assist clients at the point of intake
5. Assist with completion of applications for any public benefit programs (e.g., food pantry), as appropriate
 - a. schedule appointments for clients seeking food pantry assistance
 - b. complete documentation with clients seeking food pantry assistance
 - c. train and oversee Food Pantry volunteers
 - d. create calendar of community food events, pack, load and drive van, attend and distribute food at events
 - e. input daily activity on food pantry log
 - f. pack and deliver food as needed to shut-in clients in the county
 - g. maintain inventory of food pantry and provide list of food for order, to supervisor
 - h. maintain an inventory of pre-packaged bags for distribution to clients
 - i. maintain list and input on spreadsheet donations of food, toys, school supplies
6. Register and terminate clients as appropriate in Client Database
7. Provide telephone support as needed
8. Provide coverage at the front desk as needed
9. Perform any other duties as required by the Executive Administrator/Program Supervisors.

Qualifications:

1. High School diploma, bachelor's degree preferred
2. Excellent written and oral communication skills, bilingual a plus
3. Comfortable with computer databases and other appropriate programs
4. Ability to use necessary office equipment
5. Ability to manage multiple tasks
6. Valid driver license with clean record

Jewish Family Services of Middlesex County (JFS Middlesex) is a nonprofit, social services agency offering an array of essential programs to help people from all backgrounds.

JFS Middlesex provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



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To Apply:

Submit resume/work experience to office@jfsmiddlesex.org. Write "FT Essential Needs Program Coordinator" in the subject line.

www.jfsmiddlesex.org