

### Career Opportunity

**Title:** Program Coordinator

**Shift:** 2<sup>nd</sup> shift

**FSLA:** Exempt (Full-time; 40 hours per week)

**Location:** 402 N. St. Louis Avenue Chicago, IL 60624

### We Are Breakthrough-Adult Service Network

Breakthrough offers a new model for homeless services. We are intentional about treating every person in need with dignity and respect, so they receive much more than a bed to sleep in—they receive the tools necessary to achieve self-sufficiency.

### Position Summary

Demonstrating the mission and vision of Breakthrough Urban Ministries, the Program Coordinator works as part of a team and independently to provide assistance to individuals seeking homeless intervention services in the through Breakthrough's programs. The Program Coordinator has basic responsibility for shelter shift coverage, crisis intervention and supervision of Program Assistants employed in the Men's Center.

### Position Summary

The Program Coordinator's responsibilities includes but is not limited to:

- Plan and organize evening programming through the trauma informed lens with individual restoration of guests as the goal.
- Supervise, manage, train and coordinate the activities of all assigned staff using approved performance management processes and policies.
- Oversee the monthly house meetings with guests
- Ensure proper documentation and adherence to Breakthrough's policy and procedures regarding guest interactions
- Enter participant information into the ETO/HMIS database in a timely matter and update as needed in accordance with Breakthrough Urban Ministries established guidelines
- Prepare and submit reports to supervisor as required
- Attend all required staff meetings and development sessions
- Provide crisis intervention, safety planning, grievance resolution and resource information to guests
- Meet with individual guests to support case management efforts
- Assist with developing contracts for guests with positive alcohol and/or drug testing results
- Work with Behavioral Health Coordinator to plan, lead and organize SA groups including NA/AA



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144  
FAX: (773) 722-1434 [www.breakthrough.org](http://www.breakthrough.org)

### **Educational/Experience Requirements**

Minimum of a Bachelor's degree preferred; or some college coursework; Certified Alcohol & Other Drug Abuse Counselor's License; Must have a minimum of two years supervisory experience that can be demonstrated to be applicable to the duties listed in the job description.

### **Compensation/Benefits**

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.

### **To Apply**

Send/email/fax cover letter and resume to:  
Breakthrough Urban Ministries Attn: H.R.  
402 N. St. Louis Avenue Chicago, IL 60624  
E: [mcoffer@breakthrough.org](mailto:mcoffer@breakthrough.org)  
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.