

JOB DESCRIPTION for

Social Services Facilitator-Advocate

The Chaplaincy at Penn National Race Course in Grantville, PA, is looking for a Social Services Coordinator. **This ministry is affiliated with the Race Track Chaplaincy of America** which was founded in 1972 as an evangelical organization geared to bringing the gospel of Jesus Christ to the men and women working in the horse racing industry. We are seeking a person with a deep love for Jesus Christ and a compassionate heart for those who work in this unique setting. The position is for 15-20 hours a week. The hours are somewhat flexible, but would need to include some morning and early afternoon time to be available to the horsemen. The job would involve serving on a team with the full-time chaplain, a part-time administrative assistant and a board of directors.

Job Description: To provide health and social service information to persons in need and to refer them to the appropriate resources for assistance.

Major Responsibilities

- * Assess client's needs
- * Provide information and referrals to clients
- * Identify alternative resources
- * Maintain files on clients
- * Advocate on behalf of the client with other agencies
- * Submit monthly reports to the board
- * Perform other related duties as assigned

Knowledge, Skills and Abilities

- * Good decision-making and problem-solving skills
- * Must have good basic computer skills to research, file, organize, and communicate
- * Empathetic, patient, understanding, and honest
- * Must be able to maintain strict confidentiality
- * Bi-lingual a plus (Spanish)
- * Well organized and reliable
- * Help clients deal with the challenges of everyday life

Other Qualifications

- *This position calls for an individual who has a growing personal faith relationship with Jesus Christ and who has a basic understanding of biblical truth.
- *One must be in agreement of the Race Track Chaplaincy of America's Statement of Faith.
- *One must be willing to give spiritual encouragement & pray with clients if appropriate.

If interested please submit your work resume with references to: **RTCA-Central Penn Division, PO Box 88, Grantville, PA 17028** or email to: **cprtca@pa.net**