



JOB: BABYMOBILE CLIENT SERVICES COORDINATOR, FULL-TIME

JOB PURPOSE:

TO RESPECTFULLY, COMPASSIONATELY, KINDLY AND LOVINGLY PROVIDE AND COORDINATE THE AGENCY'S RESOURCES TO CLIENTS, ENSURING TIMELY CARE TO BABIES AND TODDLERS IN CRISIS.

UNDER DIRECTION OF THE BABYMOBILE PROGRAM MANAGER, THIS POSITION WORKS PRIMARILY ON PROGRAM-RELATED ACTIVITIES DEALING WITH CLIENT IN-TAKE/OUT-TAKE AND PROGRAM SUPPORT SERVICES, AND PROVIDES VARIED CLERICAL OFFICE SUPPORT TASKS. THIS SUPPORT INCLUDES BACK-UP RECEPTION AND TELEPHONE, WORD-PROCESSING AND DATA INPUT. PROVIDES PROGRAM SERVICES AT THE AGENCY'S VARIOUS LOCATIONS INCLUDING THE MAIN BRANCH AND BABYMOBILES. THIS POSITION WILL PRIMARILY WORK ON THE MOBILE UNITS.

POSITION QUALIFICATIONS:

MUST POSSESS STRONG ORAL AND WRITTEN COMMUNICATION SKILLS.

MUST HAVE THE ABILITY TO EXCEL IN A DIVERSE, COLLABORATIVE TEAM ENVIRONMENT.

MUST HAVE GOOD PLANNING AND COORDINATION SKILLS.

KNOWLEDGE OF TELEPHONE AND BUSINESS MACHINE OPERATIONS; SKILLED IN THE USE OF PERSONAL COMPUTERS AND RELATED SOFTWARE.

POSSESS A HIGH LEVEL OF INTERPERSONAL SKILLS TO HANDLE SENSITIVE AND CONFIDENTIAL ICS, CLIENT, DONOR, AND EMPLOYEE INFORMATION AND SITUATIONS.

ABILITY TO MULTI-TASK AND REMAIN CALM IN HECTIC SITUATIONS.

ABILITY TO UNDERSTAND VARIOUS INFANT CRISIS SERVICES OPERATIONS AND PROCEDURES.

ABLE TO MAINTAIN A PROFESSIONAL, CUSTOMER SERVICE-ORIENTED ATTITUDE AT ALL TIMES.

ABILITY TO MEET FACE-TO-FACE WITH A DIVERSE CLIENTELE, FOSTER RAPPORT, DELIVER INFORMATION, COUNSEL, AND REFER WITH SENSITIVITY TO CULTURAL ISSUES.

ABILITY TO WORK AND COMMUNICATE WITH STAFF, CLIENTS AND THEIR FAMILIES, DONORS, VENDORS, COMMUNITY AGENCIES, ETC. TO MEET THEIR NEEDS IN A POLITE, COURTEOUS AND COOPERATIVE MANNER.

POSSESS A HIGH LEVEL OF INITIATIVE, EFFORT AND COMMITMENT TOWARDS COMPLETING ASSIGNMENTS EFFICIENTLY.

DEMONSTRATE ATTENTION TO DETAIL AND TO WORK INDEPENDENTLY AND MAKE SOUND DECISIONS.

POSITION REQUIREMENTS:

MINIMUM HIGH SCHOOL DIPLOMA OR GED

MUST BE SPANISH AND ENGLISH BILINGUAL

MUST HAVE VALID STATE DRIVER'S LICENSE AND BE WILLING/ABLE TO DRIVE LARGE VEHICLES (DOES NOT REQUIRE SPECIAL DRIVERS' LICENSE)

MUST HAVE THE FLEXIBILITY AND WILLINGNESS TO OCCASIONALLY WORK EVENINGS AND WEEKENDS WHEN REQUIRED, AS WELL AS SCHEDULED TRAVEL IN THE STATE OF OKLAHOMA AS REQUIRED (THIS POSITIONS SPENDS APPROXIMATELY 60% OF TIME SPENT OUTSIDE OF THE OFFICE IN THE COMMUNITY).

MISSION-ORIENTED AND WILLING TO APPLY INFANT CRISIS SERVICES' STANDARDS AND BELIEFS TO THE PERFORMANCE OF JOB DUTIES, ADHERING TO INFANT CRISIS SERVICES CORE VALUES OF RESPECT, COMPASSION, KINDNESS AND LOVE.

HOW TO APPLY:

IF THIS POSITION SOUNDS LIKE A GOOD FIT FOR YOU AND YOU MEET THE POSITION REQUIREMENTS, PLEASE APPLY AT [HTTP://WWW.INFANTCRISIS.ORG/ABOUT/CAREERS/](http://www.infantcrisis.org/about/careers/)