



Position Open: Unit Coordinator: Virtual Programs and Tarrant County Services

Reporting to the Program Director and the Executive Director, our Unit Coordinators are responsible for assisting and supporting Member activities within organized work units at the BIND program. Clubhouse work units are essential and vital to the daily operation of the organization. The Unit Coordinators facilitate the work of Member groups to complete tasks required for successful daily Clubhouse operation, including Kitchen and Maintenance, Outreach and Advocacy, Work Readiness, Communications and Wellness Units. Working alongside Members, Unit Coordinators capitalize on the strengths of each Member, support the acquisition of new skills, facilitate conflict resolution, model appropriate workplace behaviors and support teamwork. Unit Coordinators also interact with other BIND staff, volunteers and student interns, caregivers as well as community service providers, special guests and visitors to facilitate enhanced programming and spread the word about our mission.

This Unit Coordinator position will fill a unique, evolving and flexible role within the organization to assist with planning, scheduling and executing virtual services for program members. This role will primarily work remotely – away from the physical BIND program located at 1416 Gables Court. However, presence at the physical office space will be required. Additionally, this role is expected to evolve into an onsite role at a new location in Tarrant County.

Hours/Salary

- Monday through Friday, 9 am to 5 pm
 - Hours are flexible due to the nature of the role
- Annual Salary Range: \$30,000 to \$35,000
- Holidays, weekends & overtime are not anticipated

Minimum Qualifications

- Bachelor's Degree in Social Services, Rehabilitation, Counseling, Psychology, a skilled therapy discipline or related field including mental health services + 1 year experience
- Demonstrate a passionate commitment to growth and reaching the BIND Vision
- Proficiency in the use of: word processing applications on a personal computer, email, virtual program platforms (primarily Zoom), database systems used by the organization, Facebook, and Google Suite
- Demonstrated verbal and written communication skills in English and Spanish
- Valid CPR and First Aid certification is required for onsite service delivery
- Reliable transportation
- Personal characteristics: patient and compassionate, flexible, creative problem solver, positive attitude, organized, efficient time management skills, teamwork-oriented, takes initiative, values healthy boundaries, keen observer, able to work independently, assertive

Work Environment & Physical Demands

The Unit Coordinators operate in a professional office environment with intermittent travel required and intermittent work completed outdoors in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers/scanners, filing cabinets and fax machines as well as kitchen equipment/small appliances. While performing the duties of this position, the unit coordinator is regularly required to communicate effectively, stand, walk, use and/or tolerate exposure to typical cleaning products, bend and reach with hands and arms. The Unit Coordinators must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds, handle typical household cleaning supplies, and use a stepladder safely. Potential exposure to germs, pathogens or communicable illness is expected. Travel to attend continuing education opportunities, community events and to local retailers for purchase of program supplies may be required.

Responsibilities

- Develop goals, objectives and structured tasks in collaboration with program members for the work unit(s) assigned that honor the Clubhouse philosophy and encourage program members to make decisions and take ownership within the work-ordered day.
- Identify tasks that provide meaningful work that capitalizes on strengths and personal interests of the program members and navigate task modification for maximized accessibility.
- Provide feedback to members with attention to positive reinforcement while ensuring adequate time for members to complete individual jobs, and recognize member contributions.
- Ensure that members complete their work in a safe, healthy, and supportive environment in accordance with organization policies, procedures, the code of conduct and other protocols.
- Able to facilitate conflict resolution among members, their caregivers, staff and volunteers as needed and thoroughly complete incident reports when warranted.
- Schedule and coordinate virtual/online and onsite member events including community guest presentations and other educational opportunities, using resources (including other staff or volunteers) effectively.
- Follow organizational policies and procedures including prudent management of the organization's resources within budget guidelines.
- Develop and utilize forms and records to assess member status, document member activities, attendance, outcomes data, behavior action plans and progress in meeting individual member goals as delegated by the Program Director and/or Executive Director.
- Facilitate new member orientation and ongoing contact with members and caregivers using a variety of communication tools – email, Facebook messaging/posts, phone calls, shared links/documents, distribution of Google Forms, virtual meeting(s), and videos.
- Assist the Program Director with distribution of surveys or other assessments to members and caregivers and subsequently coordinate needed supports as indicated by data results.
- Supervise skilled student interns and/or program volunteers as assigned.

To Apply

Please send your resume and cover letter in PDF versions to the Executive Director by email: Valerie@TheBind.org

In your cover letter, please indicate: the date you are available to begin employment with BIND, describe your level of knowledge and use of Spanish, any specific familiarity with resources available to brain injury survivors in Tarrant County, Texas, and describe your prior employment and/or volunteer service in the field of brain injury rehabilitation.