JOB OPENING

Service Coordinator
Humility of Mary Shelter, Inc. (HMSI) seeking qualified individual to serve as Service Coordinator for our VALOR Program to work with low-income veterans and their families. This position requires strong organizational and communication skills. Must have the ability to work independently with minimal supervision. Must have knowledge of all Microsoft Programs and public speaking skills. Attention to detail and demonstrated documentation skills a must. Seeking individual with understanding of social work ethics and principles, knowledge of local VA services and resources as well as an understanding of the homeless population. Requires a Bachelor’s Degree, preferably in Social Work. Preference will be given to qualified veterans and only qualified applicants will be interviewed. Must have valid driver’s license and insurance. Please send resume to: c.jordan@humilityofmaryshelter.com or mail/fax to worksite at 1212 West 3rd Street, #2, Davenport, IA 52802. Fax to (563) 345-6196 ATTN: Cathy. This position will remain open until the qualified applicant is found.