



Our Mission: Empowering families in a housing crisis to achieve stabilization through community connections

This position will be open for applications for two weeks, ending March 27,2026. Interviews will be scheduled following the review of applications in the subsequent week.

Please provide a cover letter with your resume. Email cover letter and resume to vanecia@lawrencefamilypromise.org

Family Service Coordinator Job Description

Job Hours: Full Time

Reporting Structure: Reports to Manager of Stability Services

Job Role: To empower families in a housing crisis to achieve stabilization through community connections

Job Responsibilities: Specific duties will be varied and will include, but not be limited to, the following:

Empowering Families:

- Provide direct strengths-based case management services to families in all FPL programs, in collaboration with the team of Family Service Coordinators and a multi-disciplinary team
- Case management following service program operations in a manner consistent with the requirements of contractual agreements, laws, regulations, grant funding, and policies of Family Promise of Lawrence
- Maintain detailed case files for all clients in FPL database, including documentation of case notes within expected time frame
- Maintain clear communication with team to ensure effective service provision to families

Achieving Stabilization:

- Help develop programming and policies to augment existing case management services to families in all programs
- Provide families with tools and training to build budgeting and saving skills
- Provide case management support in collaboration with LDCHA for families that receive vouchers
- Assist families with navigating community resources towards ongoing life skills and stability

Community Connections:

- Collaborate with other agencies in Lawrence to enhance the Family Service programs provided by Family Promise of Lawrence and to advocate for families in a housing crisis
- Engage with volunteers in a manner that creates a positive experience for the volunteers and the families
- Participate in on-call rotation

Education/Qualification/Skills:

- Minimum qualifications include a Bachelor's degree (graduate preferred) from an accredited school (Social Work degree or related case management experience preferred)
- Experience in provision and collaboration of case management services
- Prior experience with trauma-informed, person-centered, strength-based approaches
- Awareness of addiction behaviors and issues surrounding populations of people experiencing poverty or homelessness are critical
- Existing familiarity with Lawrence and Douglas County resources desirable
- Multi-tasking and time management abilities critical
- Ability to communicate effectively, plan, organize and prioritize work, be self-motivated, self-directed and work as part of a team
- Capacity to adapt quickly to change and think creatively
- Ability to handle detailed information with a high degree of accuracy and to maintain a high degree of confidentiality
- High professional demeanor, honesty, integrity and respect
- Interpersonal skills, with the ability to work effectively with a wide range of people from different cultures and faiths critical
- Enthusiasm for work in social justice
- Proficiency in effective oral and written communication
- Microsoft Office and computer skills required
- Grant research and writing experience a plus
- Driver's license required

Working hours: Full Time, may include at least occasional partial weekends and some evening hours

Our Vision: Every family receives support, compassion, and a chance to create a better future