



## POSITION DESCRIPTION

<b>Position Title:</b>	Match Support Specialist	<b>Overtime Status:</b>	Exempt
<b>Department:</b>	Program	<b>Location:</b>	Oahu
<b>Reports to:</b>	Match Support Supervisor	<b>Direct Reports:</b>	None

### PRIMARY PURPOSES OF THE POSITION:

This position will support children and volunteers in the Community Based program, providing match support to ensure child safety, positive impacts for youth, and crisis management for families and volunteers. This includes providing timely and comprehensive written summaries of all client contact and implementing activities to promote constructive and satisfying relationships between children and volunteers.

### SPECIFIC DUTIES OF THE POSITION:

- Is part of the formal match meeting when a new match is made.
- Documents and monitors all elements of match support and supervision for all new and long-term matches.
- Provides timely and comprehensive written summaries of all match contacts.
- Remains in scheduled contact with each party of the match (in person, by phone, or e-mail) so the match relationship continues to be enhanced. Promptly notifies supervisor regarding concerns which may negatively impact the match.
- Assesses individual training needs, information and support needs for each match participant to assure positive youth development.
- Implements and promotes match activities to support ongoing volunteer involvement in the match.
- Provides consultation to the volunteers, children, and parents, determines when match has achieved its goals, closes the match when appropriate.
- Evaluates the need and/or suitability of re-matching either party in cases where a fully satisfactory outcome has not been achieved.
- Maintains reasonable contact with other agencies/programs who are involved with the client.
- Keeps metrics on caseload and updates pertinent information (names, addresses, and phone numbers) on program database.
- Participates in staff meetings and program meetings.
- Represents the Agency at conferences, community events, public relations projects or as assigned.
- Participates in program activities and fundraising activities.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS:**

- Bachelor's degree in social work, public health, or other related human services field or four years demonstrated experience in case work management.
- Must be able to demonstrate an ability to collect meaningful data and draw solid conclusions, have excellent oral and written communication skills, strong interpersonal skills, and an ability to communicate orally and in writing in a professional manner.
- Proficiency in Microsoft Office; including Word, Outlook, and Excel is valuable.
- Applicant must also have a car, valid driver's license, and meet state required automobile insurance minimum.
- Strong commitment to JEDI (Justice, Equity, Diversity and Inclusion).

**WORKING CONDITIONS:**

- Ability to lift 10 lbs.
- Work will primarily be done in an office setting. Note: Until further notice, work will follow a hybrid in-office and remote work setting schedule.
- Able to use a PC, email, phone, copier, postage meter, and related office equipment.
- Work hours: Full-Time, Monday through Friday 8:00 am – 5:00 pm. Some evening/weekend work on occasion..
- Mental demands: Must be able to work with deadlines and process multiple projects simultaneously.
- Valid driver's license, work is done primarily in the home office, but travel time may be required.

**Equal Employment Opportunity**

Big Brothers Big Sisters Hawai'i provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, disability, or any other characteristic protected by state, federal, or local law.

**Americans with Disabilities Act**

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Big Brothers Big Sisters Hawai'i may change the specific job duties with or without prior notice based on the needs of the organization.

**Disclaimer**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification, it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

<b>ACKNOWLEDGEMENTS</b>	
<b>Creation Date:</b>	<b>Revision Date: October 2022</b>
<b>Supervisor: I have approved this job description and reviewed with my employee.</b>	
Signature:	Date:
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Human Resources:</b>	
Signature:	Date: