



## JUST THE FAX

1300 South 4<sup>th</sup> Street, Suite 250  
502 / 636-9550

[www.louhomeless.org](http://www.louhomeless.org) 502 / 636-9950 fax

Louisville, Kentucky 40208  
June 24, 2011

### IT'S THAT TIME OF YEAR AGAIN

The Coalition for the Homeless is accepting nominations for the annual Hometown Partnership Awards. These awards will be presented at the Annual Meeting which has been set for Wednesday, August 17, 2007. More information is forthcoming. Criteria for the award are as listed below.

- **Hometown Partner** - awarded *in recognition of a socially vested partnership between a local homeless service provider and neighborhood business or community organization.*
- **Homeless Service Provider** awarded *to the service provider that enhances the appearance or quality of life of its neighborhood through some kind of activity or outreach program*
- **Metro Louisville Business or Community Organization** awarded *in recognition of exceptional fiscal or service-driven support of a local service provider.*

Please submit your nomination via email to Marsha Bailey, [m Bailey@louhomeless.org](mailto:m Bailey@louhomeless.org) or Natalie Harris, [nharris@louhomeless.org](mailto:nharris@louhomeless.org)

\*\*\*\*\*

### NEED HELP WITH UNPAID PROPERTY TAXES?

All unpaid property taxes will be offered for sale to private investors at an auction on July 21<sup>st</sup>. Protect yourself from excessive fees and even foreclosure by calling these office

**Jefferson County Attorney's office** - (502) 574-6331 Call to arrange a payment plan for your unpaid taxes.

**Legal Aid Society**— (502) 584-1254 You may qualify for free legal help when dealing with third party investors that have purchased previous taxes. Legal Aid Society can help with foreclosure prevention and life planning documents.

**Jefferson County PVA**- (502) 574-6380 Call them to apply for a Homestead or Disability Exemption. This could lower your property tax payment.

If you have any questions Call George Eklund at 502-618-5892

\*\*\*\*\*

**HUD NATIONAL POLICY TO ALLOW EX-OFFENDERS TO RESIDE IN PUBLIC HOUSING.** *See attachment online connected to this newsletter.*

\*\*\*\*\*

Enrolling youth for the next **CHILDREN OF PRISONERS PROGRAM** in August. See the attached flyer and referral form so that you can begin thinking about youth you would like to refer (and who would benefit).

\*\*\*\*\*

**SOAR - SSDI OUTREACH, ACCESS, AND RECOVERY**

Have you attended SOAR training but are having problems getting started with your first SSI/SSDI application?

Do you have questions about the process?

Do you need answers from Social Security or DDS people?

Do you need help doing the Medical Summary and Functional Report?

If you responded “yes” to even ONE of these questions, we invite you to our monthly SOAR Planning Committee meetings held every second Thursday of the month (11 a.m. – 12 p.m.). The next meeting will be Thursday, July 14, 2011 at 11 a.m. at St. John Center (corner of Clay and E. Muhammad Ali Blvd).. Take the stairs to the left of the registration desk.

\*\*\*\*\*

In two weeks, the [Job Shop](#) will be offering a program called **Workers’ Rights**. This program will take place on **Tuesday, June 28 at 2:00 p.m.**

Join Zenaida Lockard from the Kentucky Equal Justice Center for information on workers’ basic rights in Kentucky, as well as information on wage and hour laws.

A flier for this program is attached. Please feel free to share this information with job seekers or with other agencies who might be interested

\*\*\*\*\*

# ATTACHMENTS WITH JUST THE FAX 062411

## ATTACHED BELOW:

- Faculty (Part Time & Adjunct)
- The Center for Women and Families is taking applications for a Director of Development (see attached job description)
- House of Ruth Position Announcement
- June HIV Registration Form
- YMCA Y-NOW Children of Prisoners Mentoring Program Flyer
- YMCA *We Can Break the Cycle* Flyer and Application
- The Job Shop Workers Rights June 28<sup>th</sup> at LFPL Flyer

## ATTACHMENT LINK ONLINE:

- HUD National Policy Statement Letter

# Upcoming Meetings

Board of Directors	July 15, 2011	8:00 a.m.
Executive Board	October 19, 2011	8:00 a.m.
Continuum of Care, MUW	July 11, 2011	3:30 p.m.

## THE COALITION FOR THE HOMELESS STAFF

**Natalie Harris**, Executive Director      [nharris@louhomeless.org](mailto:nharris@louhomeless.org)

**Pat Facktor**, CoC Assistant      [pfacktor@louhomeless.org](mailto:pfacktor@louhomeless.org)

**Roman Vodacek**, HMIS Coordinator      [rvodacek@louhomeless.org](mailto:rvodacek@louhomeless.org)

**Merritt Gill**, HMIS Assistant      [mgill@louhomeless.org](mailto:mgill@louhomeless.org)

**Marsha Bailey**, Office Manager      [mbailey@louhomeless.org](mailto:mbailey@louhomeless.org)

**Senlin Ward**, Assessment and Agency Resource Coordinator      [sward@louhomeless.org](mailto:sward@louhomeless.org)

**Mary Frances Schafer**, Director of Community Coordination      [mfschafer@louhomeless.org](mailto:mfschafer@louhomeless.org)

**Becki Winchel**, Development and Community Relations Manager      [bwinchel@louhomeless.org](mailto:bwinchel@louhomeless.org)

# BROWN MACKIE COLLEGE

Grow. Evolve. Become.

**Title:** Faculty (Part Time & Adjunct)

**FLSA Status:** Exempt

**HRIS Code:** 13001

**Effective Date:** 01/01/2008

**Job Family:** Academic Affairs

**Job Type:** Campus/OHE

12/1/2010 11:29:43 AM

**Summary:** The part time instructor facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment. S/He provides education through learning-centered instruction that will enable graduates to fulfill the evolving needs of the marketplace. S/He encourages a culture of learning that values mutual responsibility and respect, life-long learning and ethics as well as personal and professional development. This position is part time/adjunct only.

Incumbent must assure that the EDMC philosophy: quality services to clients; development, growth, involvement, and recognition of employees; sound economic principles; and environment which is conducive to innovation, positive thinking and expansion - is considered in carrying out the duties and responsibilities of this position.

---

## Key Job Elements:

1. Provides competency-based education which aligns with the EDMC model of curricula as well as supports the EDMC style of system delivery.
  2. Designs and delivers class instruction through the development of instructional plans to meet course competencies, the development of activities which support lesson objectives, and (in the case of online instructors ONLY) delivers the instruction as approved.
  3. Enables the achievement of pre-described exit competencies for student achievement and evaluation of learning by providing instruction which fosters competencies and establish student performance criteria and evaluation.
  4. Delivers learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success.
  5. Promotes student success by showing flexibility in style and work schedule as well as exhibiting a passion for teaching and students and engaging students in the learning process.
  6. Manages the learning environment through keeping accurate records, submitting grades and other reports on time, and enforcing school/campus academic and attendance policies.
  7. Contributes to a learning culture by participating on curriculum and system task forces, supporting local campus events such as orientation and graduation, and participating in various other workshops and meetings.
  8. Relates professional/life/industry experience to learning by the continuation of professional/technical skills development, the introduction of industry perspective into courses, and the active awareness of professional/industry trends and opportunities.
-

**Reports To:** Dean of System-Wide Programs, Academic Department Director

**Interacts With:** Academic affairs department, other school/campus functional areas, curriculum task force and other committees, other faculty, and students

---

**Job Requirements (Knowledge, Skills and Abilities):**

1. Knowledge:
  - a) Bachelor's degree in a field related to the classes to be taught with a Master's degree preferred.
  - b) Zero to two years experience in instruction or formalized education process, preferably in a post-secondary or college institution.
  - c) Membership in a professional association tied to area of instruction preferred.
2. Skills:
  - a) Excellent verbal and written communication skills including the ability to build successful relationships with student populations.
  - b) Outstanding conflict resolution skills.
  - c) Demonstrated time management and detail-oriented skills
  - d) Computer based skills (i.e., software, analytical, and report writing skills)
3. Abilities:
  - a) Ability to work effectively under pressure and to meet frequently occurring deadlines.
  - b) Ability to develop a professional rapport with diverse school/campus constituents.
  - c) Ability to develop and complete projects without continued direct supervision
  - d) Ability to learn from students' participation, demonstrates fair and consistent behavior in all matters, and shows compassion without being ineffectual

---

**Environment:** Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Notice

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Education Management LLC is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employee, student and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.

\*\*\*\*\*



**THE  
CENTER  
FOR  
WOMEN  
AND  
FAMILIES**

**JOB DESCRIPTION**

Send resumes to Director of HR

The Center for Women and Families  
PO Box 2048, Louisville, KY 40201-2048  
An Equal Opportunity Employer- M/F/D/V

**TITLE:** Director of Development

**FLSA:** Full-Time, Exempt (salaried)

**GENERAL FUNCTIONS:** Provide leadership to the Fund Development Unit of CWF, design, manage implement and evaluate a comprehensive fund development plan, management of donor data base, identification, cultivation and engagement of donors.

**QUALITIES:** Caring, Supportive, Enthusiastic, Open-Minded, Hard-Working, Passionate, Courageous, Organized, Self-motivated and Team-focused

**ESSENTIAL FUNCTIONS:**

- Lead the Fund Development Unit/Office of the President to achieve financial goals by management of donor base.
- Communication with donors in person and by phone in a timely manner.
- Assist with donor cultivation through Center tours and presentations that promote Center volunteerism and outreach. Represents Center at public events by championing the Mission of CWF.
- Participate with in-kind supply donations, direct mail appeals, and other mailings as appropriate.
- Assist in timely production of acknowledgement and thank you letters. Prepare invoices for pledges, special events and other development invoicing needs as requested.
- Collaborate with the Director of Grants and the VP of Client Experience to build establish comprehensive efforts to ensure transparency and coordination of fund development.
- Actively assist the Community Engagement Unit with coordinated marketing and events.
- Assist with implementation and coordination of activity logistics for special events. Provide support to Celebration of Service and Survival (COSS) and other such events as assigned.
- Participate in meetings, trainings and Center functions as required.
- Other duties as assigned.

**REQUIREMENTS (for minimum)**

**EDUCATION:** Bachelor degree required. Demonstrated computer proficiency in Microsoft Office and PowerPoint. Raiser's Edge proficiency preferred.

**OTHER:** Fluency in languages other than English and cultural knowledge are a plus. Must provide own transportation and/or have a valid driver's license as appropriate per job needs.

**DEPARTMENT**

Fund Development/Office of the President

**SUPERVISED BY**

President/CEO

**SUPERVISES**

TBA

\*\*\*\*\*

# House of Ruth Position Announcement

**Position Title:** Director of Programs  
**Immediate Supervisor:** Executive Director  
**FLSA Classification:** Full-time/Exempt

## Job Summary:

House of Ruth, a nonprofit HIV/AIDS services organization, seeks a Director of Programs to develop, implement, and oversee its housing; modified intensive outpatient drug and alcohol rehabilitation program; and general services programs. The Director of Programs is responsible for all components of the agency's programming, including 1) case management for HIV/AIDS clients who reside in 17 agency-owned, single-family properties; 2) Glade House, a 24/7 clean and sober transitional housing facility for up to 12 homeless individuals with HIV/AIDS; and 3) case management and referrals for HIV/AIDS individuals who do not reside in agency-owned properties. Supervises Housing Program Manager, Glade House Program Coordinator, Glade House Case Manager, Glade House part-time Program Aides (3), and Client Services Manager.

## Qualifications:

- Master's degree in social work, counseling, or similar discipline required
- CADC or equivalent national certification preferred
- LCSW, LISW, LPCC, or LMFT preferred
- Minimum two years of clinical experience providing services to populations seeking drug and alcohol rehabilitation/recovery
- Minimum two years of supervisory experience in social services setting
- Excellent organizational and communication skills (oral and written)
- Proven analytical, problem-solving, and decision-making skills
- Demonstrated interpersonal skills and ability to work with diverse populations
- Proven ability to delegate effectively
- Proven time management skills
- Proficiency in Microsoft Office

## Responsibilities:

- Oversee all case management and supportive service activities for HIV/AIDS clients who reside in agency-owned single-family properties
- Develop and oversee all program activities for Glade House clients, including treatment planning, developing life skills needed for self-sufficiency, and transitioning to permanent housing upon release from program
- Conduct psychosocial interviews and diagnostic assessments of potential new clients for Glade House program
- Conduct individual and group counseling and therapy to assist and support homeless HIV/AIDS clients in drug and alcohol rehabilitation/recovery
- Ensure that the Glade House facility is safe, clean, and comfortable for clients and, furthermore, that its physical condition satisfies Louisville Metro Government licensing requirements for emergency homeless shelters
- Oversee all case management and referral activities for HIV/AIDS clients who do not reside in agency-owned properties
- Exhibit sound financial stewardship by effectively managing agency resources
- Maintain required client documentation and outcomes reporting information
- Serve as first responder for Glade House client emergencies (not physical property emergencies)
- Maintain a service environment that attracts, motivates, and retains well-qualified staff
- Other duties as assigned

## Physical Requirements:

- Must be able to multi-task in a sometimes stressful and fast-paced environment.
- Must be able to work under conditions which require sitting, standing, walking, reaching, bending, stooping, and lifting up to 20 pounds.
- Reasonable accommodation will be provided to qualified individuals with a disability, as necessary.

**To Apply:** Send a resume by mail to **House of Ruth, 607 E St Catherine St, Louisville, KY 40203**  
or by email to [lsutton@houseofruth.net](mailto:lsutton@houseofruth.net) **No phone calls, please.**

# Memo

To: HIV Instructor Course June 2011  
From: Deneen Cooper  
CC: Sharon Thompson  
Date: June 30, 2011  
Re: HIV Instructor's Class

---

To Register: Please complete the following:

- Information form below – indicating courses you are interested.
- Complete the Instructor Application form (enclosed)
- Registration fee (amount depends on # of courses)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Check dates you will be attending:

**HIV Instructor Course: (price includes all materials)**

Tuesday, June 28	9 AM – 5 PM	
Wednesday, June 29	9 AM – 5 PM	
Thursday, June 30	9 AM – 5 PM	_____ \$ 150

Friday, July 1	9 AM – 1 PM	
HIV for Healthcare Providers Course/Instructor Course -		_____ \$50

(We need a minimum of 6 participants and a maximum of 12 to teach the class)

To use a credit card, please phone the office at (502) 561-3605.

Mail it to: American Red Cross  
510 East Chestnut St  
Louisville, KY 40202

# Do you have a parent in prison or jail?



Many youth in our community have a parent incarcerated.  
And many have benefited from being a part of  
the Y-NOW Children of Prisoners Mentoring Program.

**If you are between the ages of 11-15,  
have an incarcerated parent,  
and want to learn more,  
please call 635-5233.**

**Hurry! Enrollment for the next Y-NOW Children of Prisoners  
Mentoring Program ends soon!**



# **WE CAN BREAK THE CYCLE....**



The Department of Justice estimates that more than **3 million children have a parent incarcerated**. And since they are 7x more likely to end up incarcerated themselves one day, that's a cycle that must be stopped. The Y-NOW program is designed to support these youth and put them on a path that leads somewhere other than prison.

In order to participate, youth must:

- have at least one parent incarcerated (physically housed in jail or prison) on 9/22/11
- reside in Louisville metro
- be age 11-15
- attend a 4-hour enrollment session with their caregiver/guardian and complete paperwork (see dates below)
- attend a 4-day retreat (Thursday, September 22 through Sunday, September 25)
- attend group meetings for a full 12 months on Thursday evenings and Saturdays (September 2011 – September 2012) and meet with a trained adult mentor weekly

**The next Y-NOW program begins in September and there is no cost to participate.**

Youth should sign up as soon as possible to ensure their spot!

## **Y-NOW Children of Prisoners Mentoring Program/Enrollment Sessions:**

Thursday, August 25<sup>th</sup>      Tuesday, August 30<sup>th</sup>  
Tuesday, September 6<sup>th</sup>      Thursday, September 8<sup>th</sup>      Tuesday, September 13<sup>th</sup>

All sessions are from 4:30pm – 8:00pm (dinner will be provided) and will take place at

**YMCA Safe Place Services  
2400 Crittenden Drive    Louisville, KY    40217**

**TO REFER A YOUTH, PLEASE FILL OUT THE ATTACHED  
REFERRAL SHEET. QUESTIONS? PLEASE CALL 635-5233**





**2011/12 Y-NOW Children of Prisoners Program – Referral Sheet**

Youth Name: \_\_\_\_\_

Youth Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Caregiver/Guardian Name: \_\_\_\_\_

Relationship to youth:  Mother  Father  Grandparent  
 Other; please explain: \_\_\_\_\_

Address: \_\_\_\_\_, Louisville KY \_\_\_\_\_

Phone(s): \_\_\_\_\_

Have you talked with the Caregiver about Y-NOW?  yes  no

Have you talked with the youth about Y-NOW?  yes  no

Incarcerated Parent Name: \_\_\_\_\_

Relationship to youth:  Mother  Father

Facility where parent is incarcerated: \_\_\_\_\_

Person making referral: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Enrollment session youth and caregiver plan to attend (please circle one):

Thursday, August 25<sup>th</sup>

Tuesday, August 30<sup>th</sup>

Tuesday, September 6<sup>th</sup>

Thursday, September 8<sup>th</sup>

Tuesday, September 13<sup>th</sup>

**PLEASE FAX COMPLETED FORM ASAP TO: Y-NOW; 635-1443**



# Workers' Rights



Join Zenaida Lockard of the Kentucky Equal Justice Center for information on Kentucky workers' basic rights, as well as information on wage and hour laws.



**Tuesday**  
**June 28, 2 p.m.**  
**Job Shop, Main Library**