

Community Connection of Northeast Oregon, Inc.
Position Description
Self Sufficiency Coordinator
Salary Range 22 (\$21.28 - \$30.96 per hour)

Position Classification	
Salary	
Hourly-----	X
Overtime Exempt	
Overtime Non-Exempt---	X
Safety Sensitive	

General Statement of Duties

Engages with clients to foster self-sufficiency, while cultivating and sustaining community partnerships. Manages case work across various county programs and assists the Manager in executing a range of initiatives and projects. This position involves a high degree of record-keeping, word processing, data entry, and organization, along with strong time management skills and meticulous attention to detail.

Supervision Received

Works under the supervision of the County Manager.

Supervision Exercised

There are no supervisory responsibilities in this position.

Typical Example of Work (Any one position will not usually involve all the duties listed, and many positions involve duties, which are not listed)

1. Coordinates and implements client assistance programs; includes case management, client assessments and interviews, developing resources, and completion of program reports as required.
2. Helps clients receive needed services through Community Connection programs or through referral to appropriate agencies; may include home visits or field visits.
3. Documents and maintains case files including confidential client information, from the point of initial contact through program exit.
4. Provides Information and Referral and must become knowledgeable about local services.
5. Provides outreach to hard-to-reach clients and may visit clients in their homes and other community locations.
6. Maintains or supervises and oversees a proper system of counting clients in all program areas and completes monthly reports for the Administration Office.
7. Requires a consistent focus on working within budgetary constraints per funding source.
8. Completes data entry and word processing on a regular basis.
9. May record incoming monies, count, and track cash or make deposits.

10. Attends trainings and meetings, which may require travel and overnight stays.
11. Assists with and/or organizes fundraising events; includes some weekend and evening work (location-specific requirement and at supervisor’s discretion).
12. Initiates and coordinates special projects if appropriate.
13. Other duties as assigned by the County Manager.

Required Education and Training (Including Accreditation and/or Licensing)

- ~ High School diploma/GED certificate required.
- ~ Valid driver’s license as travel to multiple locations is required.
- ~ Two years’ experience working in social services support programs with case management and record-keeping experience preferred.
- ~ Current Housing Quality Standards Inspector Certification or the new NSPIRE Program Certification is desirable (ability to obtain after hire, as training is offered).
- ~ Other training as needed.

Knowledge, Skills, and Abilities

Knowledge:

the body of information you have that can be applied in helping you to do the job

- ~ Knowledge of various state and federal rules and regulations as they pertain to self-sufficiency programs.

Skills:

the quantifiable and measured handling of things, data or people, either verbally, manually, or mentally to accomplish an objective

- ~ General computer and office skills including, but not limited to, Microsoft Word and Excel, and a variety of federal and state database programs. Must possess strong writing skills.
- ~ Critical thinking skills and analytical skills required.
- ~ Possess good time management skills
- ~ Excellent verbal and written communication skills to the desired outcome of cooperative and effective communication with the public and other staff members.
- ~ Exhibit strong emotional intelligence, with the sensitivity and tact needed to effectively collaborate and advocate for individuals at risk of or currently experiencing homelessness.

Abilities:

the capacity to perform or to express a given skill

- ~ Ability to type 40-50 wpm, use word processing programs, spreadsheet software and perform data entry.
- ~ Ability to communicate and cooperate well with elderly, low-income and persons with disabilities; ability to maintain effective working relationships through with staff, volunteers, advisory councilors, and board members, government representatives and the public through

- excellent communication and collaboration skills.
- ~ Ability to organize and complete tasks in a timely manner.
- ~ Demonstrate continued enthusiasm and interest in starting new programs, and in the planning and executing of new ideas with minimum supervision.
- ~ Exude concern for punctual and regular work attendance.
- ~ Demonstrate the ability to apply the required knowledge and skills listed above to a positive work outcome.

Work Environment and Physical Demand

- ~ Ability to successfully pass a pre-employment drug test and criminal history background check.
- ~ Position predominantly requires sitting but will also include the following: standing, walking, bending, lifting, carrying, and kneeling.
- ~ Ability to lift up to 35 lbs. to move file boxes or office equipment, as needed.
- ~ Noise environment is that of a quiet office environment. Frequent telephone use, in-office appointments, or attending community events may change this atmosphere.
- ~ Traveling to appointments and/or meetings may result in longer periods of sitting while driving or riding in a vehicle.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.
