

ORGANIZED COMMUNITY ACTION PROGRAM, INC.

COUNTY COORDINATOR

Supervisor: Service Manager

Status: Non-Exempt

Terms of Employment: Regular Full-Time

Performance Standards:

Perform duties in accordance with acceptable administrative assistance practices and policies established by the Service Director and Executive Director without instructions as to the method of execution. Exercises initiative, judgment and discretion in assuming administrative responsibility for the operation of the Agency, and maintaining effective public and interoffice relations.

Responsibility:

Primarily responsible for providing services offered by Agency funded programs to low income families and individuals as well as providing information about services offered by other social welfare agencies and private/civic organizations.

Duties:

1. Intake on all households (no matter what program) in the FACSPRO system (assessment/baseline, interventions & tasks, matrix must be completed on each customer).
2. Maintain congenial and respectful relations with families, staff, and community.
3. Assist target groups in obtaining services needed and in becoming self sufficient.
4. Maintain confidentiality in regards to staff and family information and maintain confidential family profiles on all participants.
5. Work closely with other in-house programs, agencies, civic and private groups to provide the necessary needs of the target groups.
6. Prepare reports as deemed necessary by programs.
7. Assume any other duties assigned by immediate supervisor or Executive Director.

Qualifications:

1. Must have a B.S. in Business, Social/Human Services, or Public Administration and human service experience.
2. Must be able to communicate orally and written.
3. Must be able to work harmoniously with the residents of the target area, co-workers, and the community at large.
4. Must have a valid driver's license and able to travel.

5. Current physical examination and TB screen documentation upon hire.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Employee Signature

Date

Print Name

REVISED MARCH 3, 2022