REDWOOD COMMUNITY ACTION AGENCY

Redwood Community Action Agency / AmeriCorps Division

# AmeriCorps Housing Support Partnership Coordinator

JOB ANNOUNCEMENT

**POSITION TITLE: AmeriCorps Housing Support Partnership Coordinator**

**STATUS: Fulltime / health benefits after 2 months of employment / paid vacation, sick & holidays**

**SALARY: $17.50**

**AVAILABLE: October 1, 2016**

**DEADLINE: Open until filled; interviews to take place as qualified applicants are received**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **or RCAA, 904 G Street, Eureka**

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted. However, cover letters and resumes submitted with your application are welcome and encouraged.

**MINIMUM QUALIFICATIONS**

Required:

* BA in social work or related field
* Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis
* One (1) year work experience in social services
* Two (2) years’ work experience in program administration
* One (1) year experience as a National Service member

Desired:

* At least two (2 ) years’ experience working in human service field
* Advanced level of demonstrated experience using database, spreadsheet, desktop publishing, web publishing, Internet/email and word processing programs on PC.

## POSITION PURPOSE

Work under the general supervision of the Community Services/AmeriCorps Division Director, and the direct supervision by the AmeriCorps Program Manager or their designee; the AHSP Coordinator will provide support for all aspects of the AmeriCorps Housing Support Partnership (AHSP) Program operated by the Redwood Community Action Agency. To maintain working relationships with community partner sites supporting service members and activities; assist in creating the new program structure to assure project maintains high quality standards and meets all grant guidelines; to work with staff to publicize program accomplishments, opportunities to serve as an AmeriCorps member, and support the program’s goals.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Help to create foundational structure for AHSP as a new program
* Maintain the AHSP web page and develop public outreach materials
* Develop and maintain cooperative database of all project partners, members, and applicants
* Maintain confidential files for AHSP members following RCAA and AmeriCorps policies for program evaluation purposes
* Keep detailed and accurate data of all project events and activities to be used in completing all required progress reports
* Utilize web-based reporting system for AmeriCorps member enrollment and tracking of hours
* Complete fiscal processes to reimburse expenses using RCAA and AmeriCorps policies and guidelines in working with members and outside vendors and contractors
* Develop and maintain contracts or Memorandums Of Understanding as directed
* Manage and track expenses within project budget according to RCAA and AmeriCorps policies
* Manage recruitment, interviewing, placement, and hiring of AHSP members
* Provide support and guidance for AHSP members and site supervisors
* When required, work with appropriate RCAA personnel and/or site supervisors following disciplinary action procedures, up to and including termination of AmeriCorps members
* Work to maintain AmeriCorps partnership and foster good relations within the community
* Work with State Program Managers as needed
* Assist with Grant writing opportunities
* Other duties as assigned

Ability To:

* Read, write, speak, and understand the English language
* Demonstrate good writing and organizational skills
* Manage multiple tasks in an efficient manner
* Communicate clearly both verbally and in writing
* Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
* Show strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms.
* Work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
* Maintain a professional, confidential work environment.
* Establish and maintain personal and programmatic boundaries while providing support services.
* Work independently and as part of a team
* Work effectively under pressure
* Relate to the needs and concerns of AmeriCorps Members and site supervisors
* Lead and motivate AmeriCorps Members
* Provide adequate supervision and enforce disciplinary action when required
* Develop comprehensive assessments and work within clearly defined objectives
* Work occasional weekend and evening hours as needed
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* General computer usage (Microsoft Office-word, excel & outlook); including navigating online websites and databases with proficiency
* Event planning
* Working in partnership with a diverse group of organizations.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with acceptable DMV driving record
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Valid First Aid and CPR certification or willingness/ability to be certified
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***