

Job Posting

Job Title: Senior Coordinator
Agency: Community Action Partnership
Classification: Non-Exempt

Agency:

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible.

JOB SUMMARY:

The Senior Coordinator will use a community wide coordinated approach in delivering services, housing and programs to help end homelessness.

The Senior Coordinator will provide outreach and case management services to people who are experiencing homelessness and those at risk of homelessness.

The Senior Coordinator will work closely with Madison County Coordinated Entry Coordinator and other local partners to place unsheltered individuals in CAP transitional tiny homes and other available housing.

ESSENTIAL JOB FUNCTIONS:

Outreach

- Locate, identify and build relationships with individuals or families living in unsheltered locations to provide immediate support, intervention, and connections with homeless assistance programs or mainstream social services and housing programs.
- During working hours the Senior Coordinator will provide trauma-informed services to homeless individuals in unsheltered settings.
- The Senior Coordinator will respond to emergency medical conditions of the homeless individuals by calling 911 or arranging transportation to the local urgent care facility. The Coordinator will also assist the individual in accessing care through a medical or mental health provider.

Case Management

- Provide case management services for the Transitional Tiny Homes project participants, assessing housing and service needs and arranging, coordinating, and monitoring the delivery of individualized services.
- Assist clients in developing independent living skills, provide support for treatment, and serve as the point of contact between clients and people in their social and professional support systems.
- Attend and engage in staff meetings and trainings.
- Other duties as assigned.

QUALIFICATION STANDARDS:

- Associates Degree with 3-5 years of case management experience .Bachelor's degree with 2-3 years of housing and case management experience preferred.
- Experience with Section 8 (HUD) housing preferred.
- Must have excellent working knowledge of computers and software such as Microsoft Word, Excel, and data entry. Experience with a Homeless Management Information System (HMIS) preferred.
- Must possess strong oral and written communication skills as well as organizational and time management skills.
- Must be able to identify and nurture strengths and have the ability to establish trusting relationships with culturally diverse populations.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AE.