

Job Posting

Position Title: COC Coordinator

Agency: Community Action Partnership

Classification: Non-Exempt

Reports to: Program Manager

Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. 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. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

JOB SUMMARY:

- Describe Agency Housing programs to potential participants, landlords and community. Conduct community outreach for the program as requested.
- Assist clients with affordable housing search, facilitate move in, including but not limited to gathering furnishings, reviewing lease, reviewing tenant responsibilities, meeting with landlords, and discussing payment requirements.
- Provide intensive case management with clients based on the need of the individual /family.
- Assist the Program Manager in maintaining accurate reporting of outcomes and with consumers including demographics of population served. Complete paperwork and case recording in compliance with federal, state and local requirements.
- Assist Housing Coordinator in inventory, organization and setting up of Transitional Housing apartments included but not limited to stocking kitchen, bathroom, and bedrooms with necessary supplies, making beds, light cleaning. Assist Housing Coordinator in planning and executing monthly tenant meetings, reviewing security footage and processing any donations.
- Record all client case notes and data in agency database as well as the mandated HMIS (Homeless Management Information Systems) database within required timeframe.

QUALIFICATION AND SKILLS:

- Bachelor's degree with 2-3 years' experience preferred. Associates Degree or High school diploma with five years' experience in human services will be considered.
- Must have 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 have a strength based approach and 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/AEE.