

## **El-Ada Community Action Partnership: Owyhee County Coordinator**

### **HIRING IMMEDIATELY**

Closing Date: When Filled

### **Position Title: Owyhee County Coordinator**

Department: CSBG Programs

Supervisor: CSBG Program Supervisor

Position Status: Full Time with benefits. Duration: more than 150 days

Pay Rate: Starting 18.00 DOE

### **POSITION SUMMARY**

This full-time position is primarily responsible for supervising the day-to-day operations of a county satellite office in Owyhee County, connecting clients to programs and services that meet their needs and supervising staff. This position is not remote. Universal precautions and masking requirements for COVID19 are vigorously adhered to.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for the operation of Owyhee County in the Homedale Center.
2. Funding Custodian; \$50.00
3. Maintain and completing accurate reports for the monthly and quarterly reports not only for Owyhee County but entire Agency.
4. Supervise staff, overseeing the work of all employees to ensure they work productively in Homedale.
5. Responsible for the physical inventory of all CSBG, TEFAP foods.
6. Operates and maintain 5 day per week food bank.
7. Responsible for supervision and data entry for the LIHEAP program on a daily basis. To include but not limited to reports, data entry, taking applications, checking files.
8. Responsible for planning & implementation of annual work plan and goals.
9. Responsible for ordering office supplies and other office equipment needed to run the operation of Owyhee County.
10. Responsible for the accountability and distribution of FEMA funds in Owyhee County.
11. Responsible for obtaining donations for food, recreation, and other fund-raising projects.

Updated: 11/15/22

12. Responsible for the maintenance of the building including but not limited to; vacuuming, cleaning bathrooms, sweeping, mopping, defrosting freezers, cleaning office equipment, cleaning windows.
13. Plan and conduct annual needs assessment.
14. Plan and conduct on an ongoing basis Customer Satisfaction Surveys.
15. Assist in identification of eligible participants.
16. Interviewing, hiring and training new office employees, evaluate staff.
17. Any other tasks requested by the Executive Director, or other supervisor whom I fall under. Example CSBG, LIHEAP, WX, TEFAP.
18. Schedule and oversee community services hours for people needing to do service hours.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma or equivalent such as a general education degree (GED)
- Prior experience in supervising staff.
- Valid driver's license and insurable driving record required.
- Previous computer experience using Microsoft Windows applications is required.
- Previous public contact work experience is preferred.
- Prior experience in work that required adaptability.
- Experience working with individuals experiencing homelessness and housing, or similar experience strongly preferred.

### **SKILLS and ABILITIES**

#### **LANGUAGE SKILLS:**

- Ability to read, understand and apply general business procedures.
- Ability to communicate information verbally and in writing so others will understand.
- Must speak and write English effectively. Ability to speak, read and write Spanish effectively is an asset.
- Must be able to give full attention to what others are saying, take time to understand what they are communicating, ask questions as appropriate, and not interrupt others inappropriately.

**REASONING ABILITY:**

- Ability to interpret and apply commonsense understanding to carry out instructions furnished in written, oral, diagram, or schedule form.
- Ability to identify reasonable housing that meets clients' needs.
- Ability to solve practical problems and deal with a variety of work situations within the scope of the job.

**OTHER SKILLS and ABILITIES:**

- Strong language skills to produce reports, assign tasks and give instructions.
- Organization and the ability to multitask to complete a wide variety of tasks.
- Leadership ability to manage challenges and oversee employees.
- Proficiency in the use of all common office machines required.
- Intermediate typing skills are necessary for this position.
- The employee must also possess the ability to focus on detail and prioritize tasks in a sometimes- hectic environment.
- Ability to give attention to detail to ensure tasks are completed thoroughly and correctly.

**CERTIFICATES, LICENSES, and REGISTRATIONS:**

Employee must have all the following:

- Dependable transportation
- Valid Idaho driver's license
- Good driving record (must be insurable by agency)
- El-Ada is a Drug Free Workplace and pre-employment, and periodic drug testing is required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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 and talk or hear.
- The employee frequently is required to use hands to handle objects, tools, or controls.
- The employee is occasionally required to stand, walk, and reach with hands and arms; and to stoop, kneel, or climb stairs.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an 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.

- While performing the duties of this job, the employee works in an office environment in which unrelated office and customer service activities take place (social distancing, frequent sanitizing and face coverings are in place).
- The noise level in the work environment is usually moderate.
- The employee is required to work regularly and continually at a computer screen.
- The work area may have fluorescent lighting and air conditioning.

El-Ada, Inc Community Action Partnership is an EEO employer.

Veterans are strongly encouraged to apply.

## **HOW TO APPLY:**

Email paragraph stating interest to: [cristellar@eladacap.org](mailto:cristellar@eladacap.org)

Attach completed application (must have contact information for previous employers), and a paragraph describing your interest in working at El-Ada.

Resume and references required.