

Community Action Partnership of Oregon Job Description

Job Title	<i>SSVF Project Coordinator</i>		
Reports To	SSVF Project Lead		
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Position Status	X Full-time	Part-time	Revision Date May 30, 2019

Summary:

Coordinates activities, manages MOUs with sub-contractors and CAPO staff working on the SSVF Project. Conducts training and technical assistance, managing various and diverse priorities and initiatives, involving considerable initiative and independent judgment. This position may represent CAPO before community groups, boards, state, regional and national partners, and other agencies as necessary, taking a leadership role where appropriate.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

Essential Functions:

- Works with SSVF Project Lead in grant and/or program management, training, reporting, and monitoring of sub-contracted service providers and employees to ensure adherence to federal, state and private foundation grant policies and procedures.
- Works with the SSVF Project Lead to develop policies, protocols, systems, and procedures to improve CAPO SSVF program operations.
- Provides supervision of CAPO SSVF staff ensuring that program requirements are met, includes but not limited to case conferencing, file reviews, and addressing staffing needs.
- Performs research and analysis necessary for SSVF program development and identifies and recommends appropriate program and partnering opportunities for the CAPO SSVF program.
- Conducts volunteer and/or staff involvement efforts as needed to coordinate SSVF program development efforts, reviews reports and records of activities to ensure progress is being accomplished toward specific objectives and modifies or redirects to ensure outcomes.
- Other duties which may be necessary or desirable to support CAPO's success.

Secondary Functions:

- Handles and prepares sensitive and confidential information involving a variety of subjects including SSVF matters and budgets.

Responsibilities:

This position achieves success by working with the SSVF Project Lead to coordinate client services and contract requirements of the Supportive Services for Veteran Families contract with the Veterans Administration. This position will provide recommendations for direction, programs and management of CAPO SSVF program. The position is responsible to ensure that subordinate work groups have clear direction about CAPO's goals, so that diverse work groups are able to function effectively and in concert to achieve those goals together.

Necessary Knowledge, Skills and Abilities:

- **Analytical Knowledge:** Understands how to synthesize complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Recommends the design for work flows and procedures.
- **Planning/Organizing Knowledge:** Understand how to prioritize and plan work activities for self and others. Plans for additional resources, sets goals and objectives and organizes other people and their tasks. Develops realistic action plans that works within approved budgets, working to develop cost saving measures where ever possible and conserves organizational resources.
- **Problem Solving Skills:** High proficiency able to identifies and resolves complex problems. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations.
- **Customer Service Skills:** Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance.
- **Communication Skills:** High proficiency communication ability is required to speak clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Ability to vary communication style to meet needs. Presents information and data effectively. Reads and interprets written information.
- **Language Skills:** High proficiency language skills are required which include the ability to read, analyze, and interpret professional, technical and trade journals, financial reports, and legal documents. Must have the ability to write reports, business correspondence, policy manuals, speeches and articles for publication. May present information to top management, public groups, and/or boards of directors.
- **Project Management Ability:** Experienced project manager with know-how to develop and manage project plans. Communicates changes and progress, completes projects on time and budget and manages project team activities.

Physical Demands / Work Environment:

- **General office environment:** Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment. Continuously required to sit, hear and/or respond to verbal/audio cues, see and/or respond to visual cues perform repetitive motions of hands and wrists, and read computer screen. Occasionally required to stand or walk. Rarely required to climb, balance, stoop, kneel, crouch, crawl, twist, bend, or reach with hands and arms. Rarely required to, push, pull and/or carry objects up to 10 pounds.
- **Travel Required**

CAPO believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or CAPO, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.

APPROVED:


Executive Director

6-3-19
Date