

JOB TITLE: Power County Coordinator
CLASSIFICATION: Full-time, Non-Exempt, Pay Grade – F
LOCATION: SEICAA’s Service Area (7 S.E. Idaho Counties)
BENEFITS: Health and Life Insurance, Short Term Disability, Simple IRA



SUMMARY OF WORK: Administer and coordinate all functions of the Power County Office operations with emphasis on providing immediate services, overall self-sufficiency, and development assistance to participants under the Results Oriented Management Accountability (ROMA) and Community Services Block Grant (CSBG) Annual Reporting framework. Focus on providing a full spectrum of services to participants in the Counties including facilitation of applicable community events and fundraising activities supportive of the Power County Office programs and services.

JOB CHARACTERISTICS: This position is self-directed, working independently in the County’s Office in coordination with the Director of Compliance to provide services at the county’s level and complete funding reports monthly, semi-annual, and/or annually. Duties include professionally and efficiently managing in-person and telephone contacts and relationships with project staff, other in-house staff, participants, and partners (public and private). Position requires ability to effectively communicate orally, excel in written communications, understand and implement regulations, and maintain records. Performs programmatic and administrative duties requiring attention to detail, accuracy, and timeliness individually and as part of a team. Coordinator must possess strong organizational skills and be able to prioritize work and meet deadlines while maintaining confidentiality of sensitive information.

POSITION CONTACT: Director of Compliance

JOB DETAILS:

Knowledge: This position requires knowledge of family development, ROMA, immediate services, education, and case management techniques, records management, broad computer software applications, administrative and clerical practices, and office procedures. Knowledge of administration and reporting of government funded programs including LIHEAP, CSBG, ROMA and other funding sources is required.

Skills: This position requires skills in supervising multiple staff, organization, writing, interpersonal communication, administration, record keeping, and assessing needs. Knowledge and skills in word processing (Word), spreadsheets (Excel), data entry, record keeping, typing, and the operation of telephone, calculator and other general office machines are required. Coordinator must be able to perform other duties as assigned.

Abilities: This position requires the ability to hear spoken words clearly; operate word processing, spreadsheet, and database programs on computer; pay attention to detail, accuracy, and timeliness. Must be able to prioritize work and manage multiple projects; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, the public, government personnel, and maintain rapport with partners and participants. Experience and ability working with low-income populations is required. Perform duties with or without reasonable accommodations without endangering self or others.

EDUCATION/EXPERIENCE and CONDITIONS FOR EMPLOYMENT: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma plus applicable college, business, or other education/experience in social services, public administration, or a related field
- Family Development Certification or willingness and ability to obtain certification
- Experience with Human Services, including work with low-income populations, case management, government programs, and public relations including fund raising and group presentations preferred
- Bilingual (English/Spanish) preferred

Conditions: The following abilities are mandatory for fulfillment of the job requirements:

- Bondable, insurable under SEICAA’s insurance policy, and possessing a valid Idaho driver’s license
- Willing to travel on Agency business at Agency reimbursement rates
- Ability to lift 50 pounds as needed
- Must successfully pass mandatory pre-employment drug and background screening

Signature of employee to indicate understanding & acceptance of job description

Date

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