

Community Action Partnership Job Opening

Circles Southwest Utah Chapter Coordinator

Apply today to join a team that works towards eliminating poverty in the community with decency and dignity and respect for cultural diversity! The Five County AOG is an equal opportunity employer, currently looking for the right person to join our dynamic team.

WAGES AND BENEFITS:

- Full-time
- Monthly salary: \$3,897.00
- Benefits include health, dental, vision, life insurance, paid time off, retirement benefits, paid holidays, retirement, and 401k options.

SUMMARY:

The Circles chapter coordinator is a key community capacity builder for the Circles Initiative (www.CirclesUSA.org) and Circles Southwest Utah. Circles Southwest Utah is a crucial component of the FCAOG Community Action Partnership's mission to end poverty. The Circles chapter coordinator's primary role is to establish, implement, and grow Circles Southwest Utah and all its components, including community outreach, volunteer recruitment, and resource development, as well as convening a coalition of community leaders and others to support the Initiative. The coordinator will oversee the daily operations of Circles Southwest Utah, including managing the staff and volunteers.

EXPERIENCE AND ATTRIBUTES REQUIRED:

- Two years of experience in community organizing activity
- Two years of experience in management/supervision
- Four-year degree in Human Services, Business, Communications, or Related Field
- Enthusiastic, caring and energetic person a must.
- Ability to develop and maintain good working relationships with persons from a wide variety of backgrounds.
- A demonstrated ability to take initiative, plan and carry out a project from beginning to end.
- Proficiency in MS Office software – with ability to quickly learn new software applications.
- Good writing and verbal skills are essential
- Bi-lingual – Spanish-speaking preferred but not required

To apply send a resume to jwong@fivecounty.utah.gov by July 31, 2024

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WAGES AND BENEFITS:

- Part-time (20 hours a week)
- Hourly rate: \$20.69
- Benefits include paid time off, retirement benefits, pro-rated paid holidays, retirement, and 401k options.

SUMMARY:

The Community Action Coordinator provides high quality customer service by utilizing great interpersonal communication, problem solving, and facilitation skills while answering phone calls, meeting with walk in clients, and doing community outreach. The Community Action Coordinator helps clients by answering phone calls and dealing with walk-in clients by providing referrals to case managers and other services that meet the client's needs.

EXPERIENCE AND ATTRIBUTES REQUIRED:

- Associate degree in family studies, sociology, psychology, social work, public administration, or finance, or 2 years' experience in Human Services.
- Enthusiastic, caring and energetic person a must.
- Ability to develop and maintain good working relationships with persons from a wide variety of backgrounds.
- A demonstrated ability to take initiative, plan and carry out a project from beginning to end.
- Proficiency in MS Office software – with ability to quickly learn new software applications.
- Good writing and verbal skills are essential
- Bi-lingual – Spanish-speaking preferred but not required

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Community Action Partnership Job Opening

Community Action Partnership Case Manager

Apply today to join a team that works towards eliminating poverty in the community with decency and dignity and respect for cultural diversity! The Five County AOG is an equal opportunity employer, currently looking for the right person to join our dynamic team.

WAGES AND BENEFITS:

- Part-time (20 hours a week)
- Hourly rate: \$21.59
- Benefits include paid time off, retirement benefits, pro-rated paid holidays, retirement, and 401k options.

SUMMARY:

Provide supportive services to help stabilize low-income or homeless households who seek assistance through Community Action. Screen applicants for appropriate eligibility and funding. Monitor program compliance. Management of client case files as required by the programs. Complete all required forms and documentation in a timely and efficient manner. Maintain updated assessment information, income eligibility information and other required documentation in organized file folders and store securely. Maintain case management skills and knowledge of program policies and procedures by participating in required training, unit meetings, case staffing and other educational events. Provide professional assistance and support to other case management staff and community partners. Assist in the intake process with all Rapid Rehousing applicants, Community Service Block Grant (CSBG), and other grants which assist low-income and homeless individuals and families to become self-sufficient. Provide referrals to appropriate agencies as warranted. Develop methods for providing remote support service case management for clients in Beaver, Kane, and Garfield counties. Maintains confidential files and case notes for clients served. Work with community special needs groups to identify unmet needs and advocate for resources and solutions. Provide case management to those households on current housing programs (like Rapid Rehousing). Actively participate in LHC (Local Homeless Council), homeless coordinated entry systems, and community case manager's meetings.

EXPERIENCE AND ATTRIBUTES REQUIRED:

- Associate degree in family studies, sociology, psychology, social work, public administration, or finance, or 2 years' experience in Human Services.
- Enthusiastic, caring and energetic person a must.
- Ability to develop and maintain good working relationships with persons from a wide variety of backgrounds.
- A demonstrated ability to take initiative, plan and carry out a project from beginning to end.
- Proficiency in MS Office software – with ability to quickly learn new software applications.
- Good writing and verbal skills are essential
- Bi-lingual – Spanish-speaking preferred but not required

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