

# Community Action Partnership Job Opening

## Community Action Coordinator Part-Time

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: \$19.00
- Benefits include paid time off, retirement benefits, pro-rated paid holiday pay, 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.

### **EXPERIENCE AND ATTRIBUTES REQUIRED:**

- Help clients to complete application paperwork, collect required documents, and screen for appropriate eligibility and funding.
- Research and refer clients to services and resources that address their needs.
- Provide and track referrals to appropriate agencies as warranted.
- Maintain updated information, income eligibility information, and other required documentation in both organized file folders and entering client data into a secure system. All files are confidential and must be stored securely.
- Maintain professional standards and adheres to policies and procedures of the Five County Association of Governments.
- Must have knowledge of program policies and procedures. These are strengthened by participating in required training, unit meetings, and other educational events.
- Assists with Court Ordered Community Service application and updates.
- Enter information in database and/or case files when relevant.
- Shows proficiency in data input into CAP 60.
- Associate degree in family studies, sociology, psychology, social work, public administration, or finance, or 2 years' experience in Human Services.
- Strong computer literacy and database management skills.
- Must be proficient at Microsoft Word and Excel and have the ability to learn and utilize new computer software rapidly.
- Must have a clean criminal history and be able to pass a background check. Must also demonstrate an ability to maintain client confidentiality at all times.
- Must have a current Utah Driver's License

To apply send a resume to [jwong@fivecounty.utah.gov](mailto:jwong@fivecounty.utah.gov) by November 21, 2024