



101 E Market Street  
Aberdeen, WA 98520

## JOB DESCRIPTION

**PROGRAM:** Housing & Community Services

**TITLE:** Care Coordinator

**JOB CLASSIFICATION:** Care Coordination Specialist

**SALARY RANGE:** \$19.35-22.80/hourly

**DEPARTMENT:** Housing & Community Services

**IMMEDIATE SUPERVISOR:** HCS Operations Supervisor

**SUMMARY DESCRIPTION:** This position provides comprehensive care coordination for individuals experiencing homelessness or housing instability. The Care Coordinator works with participants to develop individualized support plans to achieve housing stability and move toward self-sufficiency. The Care Coordinator works closely with many community partners, including behavioral health, substance use recovery, physical health, criminal justice, benefits management and employment. The Care Coordinator meets participants in the locations best suited to meet the client's needs. While some contacts do occur at our offices, we strongly emphasize outreach.

This is a full-time, hourly position. The position is based in Long Beach WA, but may require travel to and work in our South Bend and Aberdeen offices.

### FUNCTIONAL RESPONSIBILITIES:

1. Coordinate care that is safe, timely, effective, efficient, equitable, and client-centered.
2. Accept case assignments in a timely manner, review case progress, and determine program exits.
3. Help clients access housing of their choice, and maintain stability in that housing.
4. Complete comprehensive assessments including the goals, steps to goals and resources needed to achieve self-sufficiency.
5. Maintain regular communication with tenants, landlords, community partners, funders, and management.
6. Educate and inform applicants of program requirements and responsibilities.
7. Provide skills training in household budgeting.
8. Advocate and refer for services, including financial assistance, legal aid, housing, job placement, education, primary healthcare, mental health, substance treatment and other client-identified needs.
9. Coach participants to improve self-advocacy.
10. Complete all required documentation, including but not limited to progress reports, client eligibility, enrollment, tracking, and contacts with or on behalf of individual participants.
11. Collect data and prepare reports.
12. Participate in weekly supervision, as well as all team, department and agency meetings.
13. Complete all required training, and actively engage in a Professional Development Plan.
14. Positively represent CCAP in the community, including external meetings and forums.
15. Positively contribute to healthy, collaborative department and agency cultures.

## MINIMUM QUALIFICATIONS

1. 2 years related professional experience or a related peer certification. Lived experience with demonstrated success in self-advocacy may substitute.
2. Ability to pass and maintain a background check.
3. Current WA Driver's License and auto insurance for frequent travel throughout the county to meet and transport participants. Clear driving record is required.

## PREFERRED QUALIFICATIONS

1. AA/BA/BS degree in related human services field.
2. Lived experience with homelessness and factors associated with housing instability.
3. Bilingual- English/ Spanish
4. Certified Peer Counselor training
5. Proficiency in Microsoft word
6. Motivational interviewing skills
4. Excellent oral communication skills.
5. Organizational and time management skills.
6. Problem-solving skills
7. Other cultural competencies that contribute to the agency's effectiveness is serving diverse populations.

**LOCATION/WORKING HOURS:** This is a full-time, hourly position. The position is based in Long Beach WA, but may occasionally require travel to and work in our South Bend and Aberdeen offices. Hours of operation are 8a – 5p M-F, but may occasionally vary.

This position is subject to pre-employment drug testing.

**It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.**