

101 E Market Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Housing & Community Services

TITLE: Landing Pad Care Coordinator II

JOB CLASSIFICATION: Care Coordinator II

SALARY RANGE: Range VII · \$25.24–
\$26.38/hourly

DEPARTMENT: Housing & Community Services

IMMEDIATE SUPERVISOR: Landing Pad Program Specialist

SUMMARY DESCRIPTION: The Landing Pad Care Coordinator II is a direct-service position within the Landing Pad program, a voluntary short-term transitional housing program operated by Coastal Community Action Program (CCAP) in partnership with the Clark County Jail Programs Unit. The Landing Pad provides immediate safe housing, peer support, intensive case coordination, and community connection for individuals being released from the Clark County Jail who are navigating behavioral health challenges, housing instability, and re-entry barriers. Services are available 24 hours a day, 7 days a week, 365 days a year.

The Care Coordinator II works directly with participants from the moment of intake through program exit, supporting individualized re-entry planning, connection to behavioral health and community services, and successful transition to longer-term housing and support within 14 to 30 days. This position uses lived experience in the justice system as a core practice tool for building trust, supporting recovery, and helping participants connect to the resources they need.

This is a full-time, hourly position. Staff are assigned to one of three shifts: Day (6a–3p), Swing (2p–11p), or Overnight (10p–7a), working five days per week with two consecutive days off. All shifts include a one-hour unpaid meal break. The Landing Pad is located at the Center for Community Health in Clark County, WA.

FUNCTIONAL RESPONSIBILITIES:

- Transport participants from the Clark County Jail to the Landing Pad facility upon release, available at any time during the assigned shift. Operate CCAP program vehicles safely and in compliance with organizational vehicle use policies.
- Provide or arrange approved transportation for participants to attend appointments related to treatment, legal matters, housing, and other community services.
- Welcome and orient new participants arriving from the Clark County Jail, completing intake assessments and needs identification within the first 24 to 48 hours of arrival.
- Provide peer support grounded in lived experience in the justice system, offering emotional, informational, and practical assistance as participants navigate re-entry.
- Support participants in developing individualized re-entry plans, identifying goals, connecting to resources, and pursuing housing and treatment within the 14 to 30-day program model.
- Advocate and refer for services including behavioral health, MOUD/SUD treatment, mental health services, housing providers, employment, education, legal services, and other participant-identified needs.
- Offer naloxone and instructions for administration to participants at program exit, consistent with program protocol.
- Maintain a minimum two-person staffing presence per shift at all times. One staff member may be off-site for transport while the second maintains facility coverage.
- Monitor the facility environment and participant activity throughout the shift, ensuring safety, program structure, and community standards are observed.
- Complete all required documentation including intake assessments, progress notes, participant contacts, and program exits. Timely, accurate, and thorough documentation is essential for the success of this program.
- Enter and maintain participant demographic information and service data in the HMIS data management system, consistent with contract requirements and confidentiality standards under HIPAA and 42 CFR Part 2.

- Identify and report critical incidents to the Landing Pad Program Specialist within required timeframes, and document circumstances, actions taken, and resolution.
- Conduct shift briefings and handoffs with oncoming staff, communicating participant status, incidents, and any pending needs.
- Participate in weekly supervision, as well as all team, department, and agency meetings.
- Complete all required training and actively engage in a Professional Development Plan.
- Positively represent CCAP in the community, including external meetings and forums.
- Positively contribute to healthy, collaborative department and agency cultures.

MINIMUM QUALIFICATIONS

- Lived experience in the justice system. This is a contractual requirement under Clark County Contract #2026-BH-28 and a core qualification for this position.
- High school diploma or GED equivalent.
- 2 years of related professional experience, or a related peer certification, in a human services, re-entry, shelter, or behavioral health setting.
- Ability to pass and maintain a Washington State Patrol background check per RCW 43.43.830. Prior criminal history does not automatically disqualify candidates and will be reviewed individually. Candidates with felony convictions involving physical neglect, injury, death, or sexual abuse of a vulnerable adult or minor are not eligible.
- Current Washington State Driver's License with a clean driving record acceptable to CCAP's insurance carrier. Frequent transport of participants is a core duty of this position.
- Ability to work an assigned shift schedule including Swing (2p–11p) or Overnight (10p–7a) and rotating weekends.

PREFERRED QUALIFICATIONS

- Experience working in transitional housing, shelter, re-entry, or behavioral health programs.
- Familiarity with Clark County social services, behavioral health, and housing systems.
- Certified Peer Counselor (CPC) training or willingness to obtain.
- Naloxone/Narcan certification or willingness to obtain.
- Experience with HMIS or similar social services data management systems.
- Training in Trauma-Informed Care or Motivational Interviewing.
- Bilingual — English/Spanish.
- Proficiency in Microsoft Office including Word and Excel.
- Organizational and time management skills.
- Other cultural competencies that contribute to the agency's effectiveness in serving diverse populations.

LOCATION/WORKING HOURS: This is a full-time, hourly position located at the Center for Community Health, Vancouver, Clark County, WA. Staff work five days per week on an assigned shift: Day (6a–3p), Swing (2p–11p), or Overnight (10p–7a), with two consecutive days off on a rotating schedule. All shifts include a one-hour unpaid meal break. The Landing Pad operates 24/7/365. Weekend and holiday shifts are included in the regular rotation.

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 employment opportunities or delegate or contracted project agency.