

WICAP JOB DESCRIPTION

WICAP Vision Statement: “*Building Relationships for Successful Futures*”

TITLE: BUILD Payette Coordinator

PROGRAM: BUILD Health

POSITION SUMMARY: This position will support the BUILD Payette Specialist in Payette County. The BUILD Payette Coordinator will provide basic administrative assistant duties. Good rapport with community and staff members is a must; a high level of organization and be able to follow instruction. This position should be a positive team player helping to promote good communications both in and out of WICAP. Performs all job responsibilities in a safe manner. Must adhere to the Standards of Conduct which includes that no child is left alone or unsupervised and follow reporting systems.

QUALIFICATIONS:

1. 2-years office experience desired
2. 2-years experience working and engaging with people in rural communities.
3. Professional verbal and written communication skills.
4. Bilingual Spanish Required.
5. Strong skills in translating and interpreting.
6. Strong Organization skills and a desire to learn.
7. Valid Driver’s license and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed.
8. Ability to work occasionally outside regular business hours

** Documented on the job, WICAP education and/or experience may be used as an equivalent to some of the experience and qualifications needed.

OCCUPATIONAL QUALIFICATIONS:

1. Regular kneeling, stooping, standing, sitting, and bending.
2. Occasional lifting in excess of 25 lbs.
3. No prior convictions of child abuse/neglect and vulnerable populations. Criminal History Enhanced background clearance.
4. External Employees must complete and clear a Physical and TB screen upon conditional offer to hire.
5. Successful completion of a Driving License record that meets WICAP’s insurance requirements.
6. External Employees must complete and clear a Drug and Alcohol screening upon conditional offer of hire.

RESPONSIBILITIES:

1. Ensures that safety is a priority in performing all job responsibilities. Attend safety trainings and ensure adherence to the safety policy.
2. Support the BUILD Payette Specialist in planning.
3. Translate materials for distribution.
4. Interpret for Community members.
5. Collect, document and report information accurately and timely.
6. Attend meetings as needed.
7. Model the Respectful Workplace Policy when interacting with WICAP customers, community members and colleagues.
8. Be responsible to ensure compliance with the confidentiality policy and HIPAA regulations.
9. Perform other relevant responsibilities as required by the program to ensure quality services.
10. Maintain current, valid Driver's license and liability insurance at all times on any personal vehicle used to conduct WICAP business.
11. Participate in professional development, sometimes off-site, at the request of the supervisor.
12. Assure that a positive image of WICAP is portrayed at all times.

POSITION INFORMATION:

Status non-Exempt.
Part-Time
52 weeks per year.

HOURLY WAGE:

Starting Wage is \$19.96 an hour.

“WICAP is an Equal Opportunity Employer/Affirmative Action Agency”