

Washington Gorge Action Programs

Position Description

Program Coordinator II, Homeless Housing Services

Status:

Non-Exempt / Full Time

Pay Grade: Level 4, starting at \$22.15

Supervised by:

Housing Director

Summary of Position:

The primary purpose of this position is to coordinate various Homeless and Housing services. The Program Coordinator will be responsible for the successful operation of the Homeless Housing Programs. In addition, the Program Coordinator will be responsible for providing Homelessness Prevention Services. All tasks will be performed in a safe and courteous manner consistent with all agency policies and state and federal law.

Qualifications:

Education and Experience – A High School Diploma AND two years' experience or any equivalent combination of education, job training, and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position requirements.

Position Requirements – Must be able to relate in a positive manner with homeless individuals and families

Other Requirements –

- First Aid, CPR cards with Infant / Child CPR (within 6 months of hire)
- HIV/AIDS training card (within 6 months of hire)
- Mandatory Reporting Training (within 1 month of hire)
- Sexual Harassment Training (within 1 month of hire)
- Community Action 101 (within 1 month of hire)
- Intro to Belonging from OBIU or other approved training (within 1 month of hire)
- Trauma-Informed Care (within 1 year of hire)
- Plain Language Care (within 1 year of hire) – Highly recommended
- Mental Health/ Emotional First Aid (within 1 year of hire) – Highly recommended

Knowledge, Skills and Abilities

- Knowledge of regulations regarding the operation of the relevant programs.
- Knowledge of grant requirements and policy constraints regarding programs.
- Knowledge of rules, procedures, and operations to complete a variety of interrelated assignments.
- Knowledge of how to select pertinent information and apply it to situations/problems requiring abstract solutions.
- Effective leadership and decision making skills.
- Skill in effective organization and time management.
- Skill in applying written policy to independent situations.
- Skill in communicating with the coworkers, supervisors, departments, other agencies and the general public in a courteous, friendly and effective manner.
- Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.
- Computer skills including Data Entry, Word and Excel.
- Ability to work independently.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to prepare and maintain accurate, clear and concise files, reports and records, both electronic and paper for department programs.

Ability to maintain confidential information and records retainage.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to maintain an effective and professional working relationship with coworkers, supervisor, departments, other agencies and the general public.

Physical Requirements – Position involves standing and/or sitting for more than two hours

Position involves contact with at-risk populations in isolated situations

Position involves periodic lifting, not to exceed 40 pounds without more than one person

Conditions Usually work will be in an office environment but may sometimes be in non-standard workplaces as described in the remote work policy. Usually, work is a standard work week, but occasionally it may require evenings or weekends due to program activities and staff time will be flexed to accommodate. This position will require in area and out-of-area travel for meetings and training. Mileage will be reimbursed at the federal rate.

Essential Functions and Responsibilities:

A. Manages the Homeless Housing Program and complete all tasks associated with meeting the program requirements

B. Provides Homelessness Prevention Services including all tasks associated with meeting program requirements.

C. Collects and maintains client records for compliance with the confidentiality/privacy policy of the organization; case management records; and other program related information to assure compliance with program guidelines and contracts.

. Provides case management services while meeting program requirements.

Non-Essential Functions and Responsibilities:

A. Attends and participates in Interagency Meetings, Continuum of Care meetings, Homeless Housing Plan meetings, Mid-Columbia Houseless Collaborative, and others as deemed appropriate by Supervisor.

B. Performs other duties as assigned by Supervisor or Executive Director.

Expectations for all agency staff:

All employees at WAGAP are expected to contribute to a collaborative, and client-centered workplace. In addition to program-specific responsibilities, all staff are required to:

- Participate in organization-wide events, campaigns, and initiatives (e.g., outreach efforts, new program development, strategic planning, all-staff meetings).
- Engage in organizational learning and feedback processes (e.g., staff surveys, training, stay interviews).
- Maintain a basic understanding of WAGAP's programs and services to support cross-referrals and agency representation.

Employment At Will:

Employment with WAGAP is generally considered to be at-will, meaning either the employee or WAGAP may terminate the employment relationship at any time, with or without cause or notice. However, this policy does not override any rights employees may have under applicable federal, state, or local laws, including protections against discrimination, retaliation, and other unlawful termination practices.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize work periods or otherwise to balance the workload.

Washington Gorge Action Programs prohibits discrimination in all its programs and activities against any person on the basis of race, color, religion, sexual orientation, age, national origin, disability, political beliefs, gender, marital or family status or persons with physical/mental disabilities.

Employee Signature

Date

BOD Approved 8/27/25