POSITION ANNOUNCEMENT

Resident Services Coordinator

SALARY: $19.02/HR

WORKING HOURS: M-TH 36 HOURS

Mid-Columbia Housing Authority (MCHA) seeks a Resident Services Coordinator. This is a professional position which involves helping households with Housing Choice Vouchers, households living in Columbia Cascade Housing Corporation (CCHC) properties and other program participants of CCHC and MCHA navigate and access community services, health services, and other resources.

Competencies and skills requirements:
Ability to understand and deal with problems faced by program participants from a wide range of socioeconomic and cultural backgrounds; ability to follow complex oral and written instructions and interpret program requirements in a manner understandable to program participants; ability to plan and organize assignments, travel schedule and establish priorities; ability to handle difficult situations using tact and sound judgment; knowledge of affordable housing programs and local community organizations and resources; above average written and oral communication skills; ability to collect and analyze data and use web-based data collection systems; proficiency in Microsoft Office programs. Ability to speak and understand Spanish highly desired, but not required. Ability to travel within the Gorge area is required; valid driver’s license and insured vehicle. Successful completion of a formal Community Health Worker training program and Oregon State CHW certification is preferred. Ability to obtain Oregon State CHW Certification required within first six months.

Experience / Qualifications:
• High School diploma or equivalent required.
• Post-secondary degree (Bachelor’s or Associate’s Degree) and three years of human services related experience; or
• Four years of progressively responsible experience in human services related experience (i.e. work concerned with rendering assistance to individuals and groups with problems such as poverty, illness, financial mismanagement, and/or inadequate housing); or
• Equivalent combination of experience, education and training;

A more detailed job description is listed on MCHA’s website (www.mid-columbiahousingauthority.org). Interested candidates should e-mail cover letter and resume that demonstrate minimum qualifications to jodiw@mid-columbiahousingauthority.org with “Resident Services Coordinator” as subject line prior to initial application deadline of 05/30/2018.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

MCHA is an equal opportunity employer valuing diversity and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.