



## Human Resources

Oakland Livingston Human Service Agency

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## Community Services Coordinator

**Division:** Community and Energy Services

**Department:** Community and Energy Services

**Supervisor:** Assistant Director for Community and Energy Services

### Qualifications:

1. Associates degree in related field or equivalent experience preferred.
2. Two (2) years experience using computers in a Window environment including mid-level experience in Excel is required. Experience in Facspro is preferred, training will be provided.
3. Must have one (1) year experience working in a team environment and giving presentation.
4. One (1) year case management experience preferred.
5. Must have a valid Michigan Driver License and reliable transportation to be use for job related travel.

### Job Mission:

Advocate and provide care management services for low income clients.

### Performance Standards:

1. Provide case management, customer support and guidance for assigned program participants, including maintaining complete client files.
2. Prepare, track and deliver workshops and group meetings as assigned.
3. Provide clerical support for organizational needs and programmatic support.
4. Carry out all other duties as directed by supervisor.

### Hours & Wage:

\$15.00 per hour

40 hours per week; 52 weeks per year

### Location

Pontiac MI