



## Human Resources

Oakland Livingston Human Service Agency

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### PROGRAM COORDINATOR III

**Division:** Health, Housing, & Nutrition Services

**Department:** SSVF

**Supervisor:** Associate Director for SSVF Housing

**FLSA Status:** Non-Exempt – Non Union

#### Qualifications:

1. Bachelor's degree in health/human services or related field; or 5 years of experience in case management or program coordination required.
2. A minimum of two years' experience working with low income clients and vulnerable populations required. Experience with veterans preferred.
3. Minimum of two (2) years of experience using Microsoft applications in a Windows environment and other database applications required.
4. One (1) year experience with client management system data software and/or HMIS required.
5. Valid driver's license; valid automobile insurance and reliable transportation to be used for work related travel required.
6. Bilingual in Spanish preferred.

#### Job Mission:

Create increased housing opportunities and related support for veterans through outreach, advocacy, and engagement with various housing providers, landlords, and veteran service organizations; facilitate ongoing linkages and coordination with the Veteran's Administration to maximize utilization and coordination of resources.

#### Performance Standards:

1. Perform community outreach and attend CoC meetings in the 6 SSVF counties to identify veterans, facilitate referrals, and promote supportive service opportunities through SSVF and the Veteran's Administration.
2. Act as liaison between SSVF, VA (HUD VASH), and veteran families to assure veterans are linked to housing through a coordinated approach to fill gaps and maximize resources.
3. Develop veteran-centered Integrated Services Plans with the veteran and VASH case manager. Provide time sensitive referrals as indicated through housing plan, including connection to the VA and other financial benefits, employment, legal services, mental health/family/substance use, medical, transportation, food assistance, childcare, etc.
4. Engage with landlords and property managers to identify safe, affordable, decent housing options and build alliances to promote clients' access.
5. Perform other duties as assigned.

#### Hours & Wage

\$18.50 per hour (minimum)

40 hours per week; 52 weeks per year

#### Location

Livingston

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Program Coordinator III

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop	N/A	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	reaching up into file cabinet
Crouch	No	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	No	
Kneel	No	
Pushing	No	

	Pounds	Comments
<b>Weight Carried</b>	Up to 10 lbs	

	Pounds	Comments
<b>Weight Lifted</b>	Up to 10 lbs	

**Date:** December 12, 2023