

# EMPLOYMENT OPPORTUNITY

MID WILLAMETTE VALLEY COMMUNITY ACTION AGENCY

## COMMUNITY RESOURCE PROGRAM COMMUNITY ACTION RE-ENTRY SERVICES (CARS)

Effective March 10, 2010, the following position is open for hiring. Please contact the Mid-Willamette Valley Community Action Agency office, log on to [www.mwvcaa.org](http://www.mwvcaa.org), or email us at [jobs@mwvcaa.org](mailto:jobs@mwvcaa.org) to obtain an application materials packet. **The deadline to apply for this position is Monday, March 22, 2010 at 5:00pm.**

---

---

**AGENCY APPLICATION, RESUME AND  
COVER LETTER REQUIRED.**

---

---

### CARS RESIDENTIAL COORDINATOR

\$14.45 per hour, plus benefits

The Mid-Willamette Valley Community Action Agency's Community Action Reentry Services program (CARS) is currently recruiting for CARS Residential Coordinator. The Residential Coordinator is responsible for the day to day operations of the Quest for Change transitional housing program. The Residential Coordinator assists in the development of relevant programming designed to meet the specific needs of men transitioning from prison to the community including facilitating education and cognitive groups, providing informal counseling, developing success plans, monitoring progress, referring to outside agencies, and case management. This position collaborates with Marion County Parole and Probation. **To qualify you must have:** High school diploma or General Education Degree (GED) and at least 2 years experience in case management and: a Bachelor's degree in a human services or related field (Social work, psychology, counseling, criminal justice) from an accredited college with at least one year of experience providing direct services to persons in a human services field **OR** an Associate's degree in human services or related field and four years of providing direct services to persons in the human services field **OR** any combination of education and experience equal to seven years of providing direct services to persons in the human services field; the ability to pass a Criminal History background check; and good communication skills with the ability to follow verbal and written instructions. Knowledge and experience working with criminal justice population preferred.

**To apply, contact the agency at (503) 585-6232, log on to [www.mwvcaa.org](http://www.mwvcaa.org), or email us at [jobs@mwvcaa.org](mailto:jobs@mwvcaa.org) to obtain an application materials packet, which includes detailed job requirements. Then submit agency application, with all requested documents attached, to: Mid-Willamette Valley Community Action Agency, 2475 Center St. NE, Salem 97301-4520 or by email to [jobs@mwvcaa.org](mailto:jobs@mwvcaa.org). If you email your application, you must also send the original copy by US Postal mail. EOE**

**Mid-Willamette Valley Community Action Agency**  
2475 Center St. NE, Salem, Oregon 97301

**POSITION DESCRIPTION**

**Job Title:** Community Action Reentry Services (CARS) Residential Coordinator  
**Program/Dept:** Community Resource Programs  
**Reports To:** Program Director  
**FLSA Status:** Non-Exempt  
**Revision Date:** March 5, 2010  
**Pay Range:** J

**THE MISSION OF MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY: PROVIDING VITAL SERVICES AND RESOURCES; MEETING THE NEEDS OF OUR COMMUNITY. COMMUNITY RESOURCE PROGRAM IS A PROGRAM OF THE MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY.**

**GENERAL DESCRIPTION**

This position is responsible for the day to day operations of the Quest for Change transitional housing program. The Residential Coordinator assists in the development of relevant programming designed to meet the specific needs of men transitioning from prison to the community including facilitating education and cognitive groups, providing informal counseling, developing success plans, monitoring progress, referring to outside agencies, and case management. This position collaborates with Marion County Parole and Probation.

**MINIMUM QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or General Education Degree (GED) and at least 2 years experience in case management and:

A Bachelor's degree in a human services or related field (Social work, psychology, counseling, criminal justice) from an accredited college with at least one year of experience providing direct services to persons in a human services field

**OR**

An Associate's degree in human services or related field and four years of providing direct services to persons in the human services field

**OR**

Any combination of education and experience equal to seven years of providing direct services to persons in the human services field.

Knowledge and experience working with criminal justice population preferred.

**COMMUNICATION SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers, employees of organizations, and the general public.

Good communications/listening skills and ability to follow verbal and written instructions.

Ability to interact with Marion County Adult Drug Court team members and Marion County Sheriff's Office Parole and Probation department employees.

Ability to present educational materials and information matched to adult learning styles.

**OTHER QUALIFICATIONS**

Understand and believe in the mission of Community Action.

Working knowledge of criminogenic factors, stages of change, motivational interviewing, etc.

Understanding of criminal thinking errors and matched interventions for those errors.

Understanding of the principals of case planning.

Ability and experience in working with culturally and ethnically diverse people of all ages, without regard to gender, race, religion or socioeconomic level.  
Demonstrated experience and ability to secure complete and accurate information from personal and telephone interviews.  
Demonstrated ability to establish and maintain effective working relationships with local service agencies that will result in a consistently high level of service to clients.  
Ability to research and develop knowledge of existing resources (federal, state, county, city, and private agencies).  
Demonstrated case management skills.  
Ability to manage multiple projects with time sensitive deadlines and the ability to maintain a quality work environment in a diverse and changing atmosphere.  
Demonstrated ability to maintain and ensure healthy professional, personal, and ethical boundaries with program participants. These boundaries and ethics are consistent with standards identified by professional organizations such as ACCBO, APA, etc.  
Ability and experience in office management and time management.  
Ability to maintain a flexible work schedule including, evening, weekend, and occasional overnight work.  
Ability to work on various tasks simultaneously.  
Good organizational skills and attention to detail.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Oregon Driver's License and insured vehicle available for use on the job, or an acceptable alternative.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

- Work as a member of the MWVCAA staff in assigned area.
- Perform intake and orientation.
- Facilitate both psychoeducational and cognitive programs.
- Ensure material and psychoeducational interventions meet standards identified by either the NREPP or Oregon AMH list of approved practices and processes that are defined as evidenced based practices.
- Redirect resident thinking patterns using pro-social models and identify criminogenic patterns.
- Present program information to inmates while still in prison.
- Develops Success Plans for each resident; monitors progress of each resident; and refers to outside agencies as needed.
- Collaborates with Marion County Parole and Probation ensuring all parole and probation conditions are followed and, with the Marion County Parole and Probation Department, conducts monthly "reach-ins" to area prisons, meeting with prospective residents and screening for readiness for the Quest for Change program.
- Provide client-tracking, follow-up, and support.
- Maintain documentation and record keeping as established by program.
- Ensure inventory of needed items is current and make needed orders.
- Ensure compliance with regulatory agencies, applicable laws, regulations, and grant requirements.
- Communicate with outside agencies including Parole and Probation ensuring compliance with conditions of release for each resident.
- Clearly define expectations and rules to each resident and team member where appropriate.
- Provide back up for the Program Manager in their absence.
- Participate in on-going training opportunities.
- May be assigned other responsibilities that further program goals and objectives.
- Comply with MWVCAA safety policies and personnel rules.
- Work 8 hours per day, Monday thru Friday and other hours as assigned.
- Work cooperatively with managers, administration, co-workers and the public.
- Does not engage in rumor spreading or other disruptive behavior in the workplace.
- Maintain regular and punctual attendance.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **CONFIDENTIALITY**

Respects the confidentiality of information about Mid-Willamette Valley Community Action Agency clients, staff, personnel issues, and other program operations.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties and responsibilities of this job, the employee is frequently required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; regularly required to stand and walk; and occasionally required to stoop, kneel, crouch, or crawl; climb or balance. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**EQUIPMENT USED** The equipment used described here is representative of that an employee may encounter while performing essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties and responsibilities of this job, the employee will use office material and equipment including, but not limited to, writing instruments, keyboard, calculator, fax, copy machine, computer, cell phone, and telephone.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- The noise level in the work environment is usually moderate.
- Regularly exposed to outside weather conditions.
- Driving in all conditions.
- Occasional hostile or angry clients.
- Work within a team environment.
- This is a 24 hour, 7 day a week, residential facility.