

Washington Gorge Action Programs

Position Description

Department Coordinator, Skamania County Warming/Cooling Shelter

Status:

Non-Exempt / Full Time-Temporary Position

Pay Grade: Level 5

Supervised by:

Housing Director

Summary of Position:

The primary objective of the Skamania County Warming/Cooling Shelter Coordinator is to provide leadership and oversight of the nighttime warming center or daytime cooling center. The shifts vary according to the local weather patterns. As a Shelter Coordinator, you will be responsible for checking guests into the shelter as needed and leading and facilitating nightly and early morning timeline routines for shelter guests. Other responsibilities include: maintaining knowledge of and current practices, current CDC and other health authority guidelines to ensure the health safety of shelter guests, enter daily data and complete additional tasks as needed.

Qualifications:

Education and Experience – GED or High School Diploma 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. Must follow CDC guidelines to practice social distancing and decrease vulnerability to infection and transmission of COVID-19.

Other Requirements – Current valid Driver's License and Insurance

Washington State Criminal Background Check

First Aid, CPR cards with Infant / Child CPR (can be acquired within 6 months of hire)

HIV/AIDS training card (can be acquired within 6 months of hire)

Knowledge, Skills and Abilities

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.

Knowledge of various Social Media platforms.

Skill in providing direction that meets grant requirements and policy constraints regarding programs.

Skill in effective organization and time management.

Skill in analyzing, defining and resolving problems effectively,

Skill in communicating with the departments, employees, agencies and the public in a courteous, friendly and effective manner.

Skill in maintaining confidentiality.

Skill in applying written policy to independent situations.

Ability to work independently.

Ability to communicate clearly and concisely, orally and in writing.

Ability to recognize the value that different perspectives and cultures bring to an organization; is sensitive to socio-economic and cultural norms, expectations and ways of communicating.

Ability to take on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.

Ability to follow CDC guidelines and take necessary health and safety measures.

Ability to conduct outreach to community partners and act as a team player.

- Physical Requirements** – Position involves standing and/or sitting for more than two hours
Position involves operating motorized vehicles and equipment
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 a shelter setting but may sometimes be in other non-standard workplaces. This position may require in area and out-of-area travel for meetings and training.

Essential Functions and Responsibilities:

- A. Conduct outreach and provide support to people accessing services.
- B. Monitor shelter guests during overnight hours or during daytime hours.
- C. Coordinate volunteers for shifts and make sure volunteers receive necessary training.
- D. Collaborate with other teams and providers to ensure people are connected to appropriate services.
- E. 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.
- F. Conduct client evaluation and intake, including ability to assess and analyze basic health needs.
- G. Attend staff meetings and other regular scheduled meetings as assigned.

Non-Essential Functions and Responsibilities:

- A. Performs other duties as assigned by Supervisor or Executive Director.

Employment At Will:

It is the policy of WGAP that all employees are employed at the will of WGAP for an indefinite period of time. Employees are subject to termination at any time, for any reason, with or without cause or notice. At the same time, employees may terminate their employment at any time and for any reason. No WGAP representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy.

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 9/22/22