

## Job Posting

**Position Title:** ESG Coordinator (Emergency Solution Grant)

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

### **Agency:**

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

### **JOB SUMMARY:**

Assists the Supportive Services Program Manager in the coordination of CAP's housing programs and assists with grant applications that seek to fill gaps in service for low income families. Provides/facilitates direct services to consumers experiencing housing instability via each of these grants. Represents CAP on various coalitions concerning affordable housing and homelessness. Seeks to strengthen CAP's presence and influence in housing matters in Madison County.

### **JOB FUNCTIONS:**

- Provide regular individual supervision to ESG facilitator. Coordinator is also available to provide support and guidance to the facilitator.
- Describe each of the Housing Programs to potential participants, landlords and community.
- Assists clients as advocates for benefits, housing needs to include evictions, landlord negotiations and access to community resources.
- Meet with clients weekly, bi-weekly or monthly based on need. Offer information and referrals to each consumer based on the needs of the individual. Provide follow up with families who are working on goals that address the root causes of homelessness in their household.
- Make referrals to supportive services within the community as appropriate and support the client in navigating this process.
- Maintain a community presence and regular contact with local community partners to address the needs of the homeless in the county including street outreach, representing CAP at local events, and attending various coalition/committee meetings in Madison County.
- Coordinate all donations that have been designated for programs in the Housing division of CAP.
- Assist the Supportive Services Program Manager in maintaining accurate reporting of outcomes with consumers including demographics of population served. Complete paperwork and case recording in compliance with federal, state and local requirements.
- Document all client interaction in the Homeless Management Information System (HMIS) database.
- Attend and engage in case management meetings, staff meetings and trainings.

**QUALIFICATION AND SKILLS:**

- AAS Degree with experience in human services field required. BA Degree preferred. Experience with Section 8 (HUD) housing preferred.
- Must have excellent working knowledge of computers and software such as Microsoft Word, Excel, and data entry. Experience with a Homeless Management Information System (HMIS) preferred.
- Must possess strong oral and written communication skills as well as organizational and time management skills.
- Must be able to identify and nurture strengths and have the ability to establish trusting relationships with culturally diverse populations.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.