

JOB ANNOUNCEMENT

(Please see end of document for application information)

POSITION: CHORE Specialist (Program Specialist II)
DEPARTMENT: Administration
REPORTS TO: Program Coordinator III
SUPERVISES: Volunteers
SALARY GRADE: 6 (\$17.88 to \$22.35 per hour*)
 *Candidate offers consider experience, qualifications and internal equity
FLSA STATUS: Non-Exempt
SCHEDULE: FT (40 hrs/wk; Monday through Friday; 8:00 am- 5:00 pm)
LOCATION: Cornwall Ave.
BENEFITS: The Opportunity Council provides a strong benefits package that includes three weeks paid vacation annually, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Performs client intake, screening, and alternate referral, when appropriate
2. Recruits, orients, trains and supports volunteers, interns and service learning students
3. Establishes and maintains strategic partnerships
4. Matches clients with volunteers
5. Maintains accurate and confidential volunteer and client records
6. Conducts outreach to current volunteers, community groups, and media outlets to ensure a viable volunteer pool is maintained.
7. Follows contract requirements, providing accurate and timely monthly and quarterly reports to program funders.
8. Secures and maintains program funding.

OTHER RESPONSIBILITIES:

1. Participates in events
2. Supports fundraising efforts for the Volunteer Center of Whatcom County
3. Performs other related duties, as assigned

SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License at time of hire.
- Good driving record.
- A three-year driving abstract must be submitted upon request.

WORKING CONDITIONS:

Work is performed in a fast-paced office environment and in our service community with frequent interruptions. Position requires some travel for outreach events, community networking, meetings, special workshops and trainings, and other job-related activities.

JOB SUMMARY:

Delivers programs and services

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Provides direct services
- Builds and maintains relationships with clients and/or community partners
- Maintains client files and program/service records
- Performs data entry and tracking
- Responds to emergent issues with clients and/or community partners

- Provides education to clients and/or community partners
- Maintains specialized knowledge and/or certifications
- Assesses needs based on program requirements

EDUCATION/EXPERIENCE REQUIREMENTS:

- Two year degree,
- Two years of experience, or
- Year for year experience to replace degree

SKILLS AND ABILITIES REQUIRED:

Competencies:

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective.
- Functional/technical expertise: is knowledgeable and skilled in a specific area, adding organizational value through unique expertise in a functional specialty area; remains current in area of expertise and serves as a resource for the organization
- Problem solving/decision making: identifies problems, solves them, acts decisively, and shows good judgment.
- Change agility: Embraces needed change and modifies behavior when appropriate to achieve organizational objectives; effective in the face of ambiguity.

Skills:

- Solve practical problems
- Exchange basic information or data
- Explain technical data/information in understandable terms
- Interview to gather information
- Advise others on alternatives, options
- Coach and counsel
- Compose routine correspondence
- Maintain composure under pressure
- Exhibit solid judgment
- Perform arithmetic calculations
- Public speaking

Equipment:

- Computer/laptop/printer
- Fax/scanner/copier
- Software programs, including databases
- Telephone

PHYSICAL and SENSORY QUALIFICATIONS:

R = rarely O = occasionally F = frequently

Physical Activity	F	O	R
Sitting	I		
Stationary standing		I	
Walking	I		

Crouching (bend at knee)	I	I	
Kneeling/crawling	I	I	
Bend at waist	I		
Twisting (knees/waist/neck)	I		
Climbing	I	I	
Grasping	I		
Driving a car	I		
Repetitive motions (keyboard/data entry)	I		
Lifting/Carrying: 30 pounds		I	
Sensory Activities	F	O	R
Talking (in person/on phone)	I		
Hearing (in person/on phone)	I		
Vision for close work	I		

TO APPLY:

Application and application instructions may be found at: www.opppo.org/employment. Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, August 1, 2018**

Opportunity Council is a private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE