COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE
601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429 TOLL FREE (855) 211-0950 FACSIMILE (205) 469-0062
Human Resources

www.cspwal.com

Cynthia W. Burton
Executive Director

September 15, 2021

JOB ANNOUNCEMENT

Title: County Coordinator

Location: Dallas County CSP office

Employment Classification: Regular, Full-Time

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Grade Level 5 position on the CSP Salary Scale with a pay range of $10.23 - $16.68. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

DEADLINE to apply: Thursday, September 30, 2021, at 6:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. EOE AA M/F/Vet/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin

Community Service Programs of West Alabama, Inc.

Job Description

Position Title: County Coordinator

Department: Supportive Services

Reports To: Director, Supportive Services and Housing Counseling Supervisor

Employment Classification: Regular Full-time, Non-Exempt, Non-Safety-Sensitive

Grade/Salary: Grade Level V- Level 1- 12; Range: $10.23 – $16.68

Summary of Duties and Responsibilities:

The position is responsible to the Director of Supportive Services for the successful operation of all CSP social service programs and to the Housing Counseling Supervisor for the successful operation of housing counseling programs in the assigned county. These programs consist of, but are not limited to: ABC Trust, Crisis Intervention, Housing Counseling, Homebuyers' Education, Weatherization, emergency food and shelter programs, mobile food pantries, information, referrals and follow-ups, and special programs. The position is responsible for assuring that established program and project objectives are meaningful and realistic in terms of the identified needs, as well as coordinates the operation of all subordinate elements involved in social services delivery.

Essential duties and responsibilities: (***other duties may be assigned by the supervisor)***

- Provide case management to eligible individuals for CSBG-supported and housing counseling programs.
- Link eligible individuals to CSP programs for which they are eligible.
- Develop and deliver multiple services to meet the targeted needs of the disadvantaged in the assigned county.
- Provide direct individual and group educational housing counseling services in the following areas: rental. pre-purchase, post-purchase, foreclosure intervention, and homelessness.
- Assist potential homeowners in identifying and determining home ownership goals.
- Implement Homebuyer's Education, Financial Fitness, Pre-purchase Counseling, Loss Mitigation Counseling and other programs as required by HUD, NFMC, Neighborworks© and other funding agencies.
- Work with homeowner applicants to produce credit-building plans with milestones and timelines.
- Conduct activities to recruit potential program participants, including fairs, publicity of activities and other marketing techniques in order to meet program goals.
- Maintain positive working relationships with underprivileged people, elected officials, community leaders, and financial and housing professionals in the assigned county.

- Supervise and coordinate the overall work efforts of staff and volunteers who are responsible for the delivery of social service programs and community activities in the assigned county.
- Maintain a list of service agencies and organizations located in the area, know the types of services they provide and refer clients appropriately.
- Manage the service center programs, staff, facilities, equipment, etc.
- Maintain accurate records of outreach, referrals, and client participation.
- Submit monthly and quarterly reports accurately and on time to appropriate personnel.
- Keep supervisor informed of activities and progress of each program.
- Work with supervisor to develop ideas concerning each program.
- Conduct home visits to assess the needs of clients and family members on an as needed basis.
- Attend staff meetings, other meetings and training activities as required.
- Maintain a professional, clean appearance of self and office.
- Understand, believe in, and contribute to accomplishing the mission and vision of Community Service Programs of West Alabama, Inc.

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 Experience:

- Possession of a Bachelor's degree related to human services, finance, business
  OR
- Three to Five years experience delivering social services and/or services related to home purchasing or ownership.
- Knowledge of Microsoft Office and other computer-related programs is desired.

Supervisory requirements: Senior Aide and volunteers.

Certificates, Licenses, Registrations:

- ♦ Valid Driver's License with liability insurance.
- ♦ Serviceable automobile.
- ♦ Certifications related to programs to be delivered within the assigned county.

Language Skills:

- ♦ Ability to communicate to diverse populations.
- ♦ Ability to effectively present information to clients.
- ♦ Ability to communicate in large and small group settings.

Mathematical Skills:

- ♦ Ability to compute simple math such as addition, subtraction, multiplication and division.
- ♦ Ability to use fractions and percentages.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to develop effective working relationships with staff members and program participants.
- Regular and predictable attendance.
- Ability to obtain required certifications within one year of employment.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop rapport quickly and easily.
- Ability to work independently without direct supervision.
- Ability to meet deadlines.
- Ability to work in a constant state of alertness.

Physical Demands: *The physical demands listed described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision to operate a motor vehicle. Frequent driving is required. Extensive writing is required and extended periods on the phone is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Created on: January 13, 2004
Revised: October 17, 2012
October 2013
March 2014
Reviewed by Board of Directors 12/3/2015
Reviewed by Board of Directors 01/19/2017

Reviewed by Board of Directors 03.15.2018
Reviewed by Board of Directors 01.17.2019
Reviewed by Board of Directors 03.19.2020
Reviewed by Board of Directors 03.18.2021