



Cow Creek Government Office

Social Services Programs Coordinator

Job Code: 1432
Department: Social Services
Location: Roseburg, OR.
Minimum Wage: \$22.04

POSITION PURPOSE:

The Programs Coordinator provides general oversight, coordination, and grant management of Victim Services Advocacy for the Social Services Department. The Coordinator is responsible for general Social Services functions and programs and support and advocacy services for the Membership.

ESSENTIAL FUNCTIONS:

- Provide support and program services to the membership, answer referral line and direct all calls appropriately, including providing resource referrals to Tribal and community partner agencies/services if applicable.
- Manage grants, applying, reporting, data collection, and maintaining records for joint VAWA, VOCA, and ODSVS as well as other internally funded programs.
- Work with community partners and attend meetings, task force committees, and DV court.
- Evaluate client histories, arrange case consultations, and make recommendations regarding services.
- Maintain accurate documentation of service objectives and outcomes as well as other services following VAWA, ODSVS, and VOCA guidelines and requirements.
- Maintain accurate documentation of internal programs and evaluate and enhance program requirements, policies and procedures, and general provision of those services.
- Adhere to strict boundaries and professional ethics in the care of others.
- Conduct crisis intervention and attend legal and court-related activities.
- Attend all required training/education related to duties and grant requirements.

QUALIFICATIONS:

- Minimum of associate's degree in social service field (psychology, counseling, social work, etc.).

- Experience in a social service agency with working knowledge of case management systems and planning techniques.
- Working knowledge of trauma-informed care
- Knowledge of victim services, domestic violence, assault, human trafficking, and interventions
- Knowledge of intake procedures.
- Legal Knowledge a plus.

BENEFITS:

- Medical, Dental, and Vision.
- Paid Time off (PTO) will begin accruing on the date of hire at the rate of 8 hours per pay period. Maximum PTO accrual will be 480 hours.
- Employer-paid Short- and Long-Term disability.
- Employer contributes 7% to 401k based off of annual income.
- Employer paid \$15,000 Life insurance policy.
- Flexible Spending Account – up to \$3200.00.
- Recuro (Telemedicine) – Company paid with Nesika enrollment.
- Employee Assistance Program.
- Costco Reimbursement up to \$65.00 per year.
- Fuel Discount Programs - .20 cents off per gallon at the Seven Feathers Truck & Travel Center.