



## Job Posting: CARE Program Coordinator

### Full Job Description

#### GENERAL JOB SUMMARY:

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the west valley region of Santa Clara County for more than 48 years. The mission of West Valley Community Services is to unite the community to fight hunger and homeless. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

West Valley Community Services is currently hiring a CARE Program Coordinator supports the Community Access to Resources and Education (CARE) program for seniors, and Assistance Program Manager - CARE where program is needed. CARE Program Coordinator is also responsible for case management, workshops, outreach, and special projects.

#### Duties and Responsibilities:

##### Program Coordination

- Conduct client assessments and coordinate financial assistance for the CARE program.
- Coordinate program-related events, such as benefit clinics, workshops, outreach fairs, and classes.
- Builds partnerships with other organizations that enhance the CARE program, meet client needs, and achieve program deliverables.
- Prepare and submit midyear and annual reports detailing program performance and outcomes.

##### Case Management

- Manage a caseload of clients and maintain case files.
- Provide intensive case management and emergency financial assistance.
- Conduct comprehensive client assessments to collect functional, environmental, psycho-social, financial, employment, housing, educational, and health information as appropriate to develop a case plan.
- Develop support systems to meet client needs by identifying and coordinating a variety of available services necessary to maintain independent living and, when possible, self-sufficiency and family stabilization.
- Refer clients to available therapeutic, social service, educational, and medical resources when appropriate.
- Conduct crisis intervention as necessary.
- Monitor and verify services provided to each client on a monthly basis, determining the quality and effectiveness of services provided.



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- Distribute vouchers for food, gas, motels, other emergency items, and Parks and Recreation fee waivers.

### Qualifications:

- High School Diploma and some college preferred.
- Ability to work with people from diverse backgrounds and/or with language barriers. Bilingual highly desirable.
- Interpersonal skills with the ability to communicate in individual and group settings.
- Ability to embrace WVCS' mission to provide basic human needs with compassion and in a dignified environment.
- Valid California driver's license/ID and insured automobile preferred.
- Employees must be fully vaccinated and up to date, or must submit a request for exemption. New employees are required to be at least partially vaccinated within two weeks of their first shift at WVCS, and must provide proof of vaccination.

### Benefits:

- Medical, dental, and vision coverage
- Vacation, paid holidays, and personal days
- 403(b) Retirement Plan with match
- Professional development opportunities

### Salary:

- \$23.07 - \$26.00/hour (\$47,985.60 - \$54,080.00 per year)

### Job Type:

- Full-time

### Schedule:

- 8 hour shift
- Day shift (8am-5pm)
- In-Person, Monday-Friday, occasional evenings and weekends

At West Valley Community Services, diversity is one of our core values. We engage with a diverse community of clients, staff, volunteers, and donors, and believe diversity makes us stronger. We encourage people from all backgrounds and all identities to apply.

West Valley Community Services is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual orientation, genetics, veteran status, marital status or any other characteristic protected by law.