



CAREER OPPORTUNITY

TITLE: Money Management Coordinator
CLASS: Eligibility Specialist
Community Services Program
Part-Time Regular (29 hrs/wk)

Job # 201817
Opens: 6/15/18
Open until filled

Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: www.ocwco.org.

GENERAL INFORMATION

This recruitment will remain open until filled. This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **June 22, 2018**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DUTIES AND RESPONSIBILITIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with department and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Plans, organizes, and implements recruitment, enrollment, orientation, and training of volunteers.
- Develops and maintains cooperative working relations with a variety of community service organizations and agencies.
- Provides assistance and supervision to volunteers by maintaining regular communication through in-person contact, periodic meetings, phone calls, and letters.
- Assists with resolutions of specific cases, providing guidance to volunteers as needed.
- Coordinates the work activities and scheduling of volunteers and client meetings as directed.
- Develops and submits timely reports required by DHS.
- Acts as a liaison between OCWCOG and DHS.
- Assists with interpretation of state and federal policies that translate into operational activities.
- Makes presentations to community organizations about the Money Management Program.

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, laptop, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer work. Frequent travel is required to attend community meetings, trainings and staff meetings. Attendance may be required at occasional evening meetings

TO QUALIFY

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

MINIMUM QUALIFICATIONS:

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

Bachelor's degree preferred, or Associate degree in human services or related field and three (3) years progressively responsible experience in social services, including one (1) year working with and training volunteers. Experience should include two years demonstrated professional experience providing guidance or training regarding personal finances.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS

Possess a valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

STARTING SALARY and BENEFITS: \$19.08 – \$21.02 hr., plus paid leave and contributions into the Public Employees Retirement System (PERS).

REQUIREMENTS FOR APPLYING:

Submit signed application, supplemental questions, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position. Applicants who best meet the minimum requirements for the position will be interviewed.

HOW TO APPLY:

Applications and detailed job description is available at www.ocwcog.org

If you qualify, submit signed application and required materials listed in the requirements for applying.

SUBMIT TO:

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrecruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

If your OCWCOG application demonstrates that you meet the **MINIMUM QUALIFICATIONS** section of this announcement, you must answer the following supplemental questions.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Write down any work experience (paid or unpaid) related to each question. Be sure that the jobs where you gained the experience described in your answers are listed in the work history portion of the OCWCOG application form. Attach the answer sheet (s) to your application. If there are several parts to a question, answer each part separately. Number your answers to agree with the question

Supplemental Questions: 201817

Name: _____ **Date:** _____

1. **How much experience do you have providing administrative support for program management staff?**
 - Less than 12 months
 - 13 to 23 months
 - 2-3 years
 - 4 years
 - 5+ years

2. **Which of the following best describes your level of experience using Microsoft Word?**
 - No experience
 - Beginner (typing correspondence such as letters and memos)
 - Intermediate (creating mail merge, fillable forms, templates)
 - Advanced (building macros, styles, wizards)

- 3. Which of the following best describes your level of experience using Microsoft Excel?**
- No experience
 - Beginner (enter data in spreadsheets, sorting data)
 - Intermediate (create formatted worksheets, formulas, charts and graphs)
 - Advanced (create worksheets with decision-making capabilities, macros, and import data from other sources)
- 4. The employee in this position must work independently, without constant supervision, and have excellent organizational, prioritization and multi-tasking skills. Please describe your experience multi-tasking with independent problem resolution, setting priorities for yourself and others and completing multiple projects and duties.**
- 5. Describe your experience communicating orally and in writing to a variety of people. Be specific as to the type of complex decisions, rules, policies and procedures related to human or social service programs you provided.**
- 6. Describe your experience managing project(s) with budget and compliance requirements.**

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Money Management Coordinator**

Equivalent Position Classification: Eligibility Specialist

Department: Community Services Program

Reports to: Community Services Program Manager

SUMMARY OF POSITION

Responsible for the day-to-day coordination of the Money Management Program, including acting as the primary contact for all program volunteers. Recruits and trains volunteers to provide one-on-one money management services to seniors and people with disabilities. Coordinates the program according to State of Oregon Department of Human Services (DHS) standards and guidelines and plays a key role in its successful implementation.

ESSENTIAL JOB DUTIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with department and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

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- Coordinates the work activities and scheduling of volunteers and client meetings as directed.
- Develops and submits timely reports required by DHS.
- Acts as a liaison between OCWCOG and DHS.
- Assists with interpretation of state and federal policies that translate into operational activities.
- *Makes presentations to community organizations about the Money Management Program.*

OTHER JOB DUTIES

- Attends training, community meetings and staff meetings as appropriate and/or as assigned.
- Performs other related duties as assigned by supervisor.

SUPERVISION RECEIVED: Receives general supervision from the Community Services Program Manager.

SUPERVISORY RESPONSIBILITIES: While direct supervision of staff is not a responsibility of this position, the incumbent is responsible for recruiting, hiring, training and coordinating the work activities of volunteers.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%)
F = Frequently (34% - 66%)

O = Occasionally (1% - 33%)
C = Continuously (67% - 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | (C) Initiative | (C) Detail/Accuracy |
| (F) Basic Math (add, subtract, multiply, divide) | (F) Creativity | (F) Brainstorming/Concept |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (C) English Comprehension | (C) Memory |
| (C) Reasoning/Judgment/Decision Making | (F) Adapting to Constant Change | (C) Teamwork |
| (F) Research | (O) Presentation/Teaching | (O) Selling |
| (F) Organization/Planning | (F) Client/Service Skills | (O) Persuasion |
| (C) Timeliness | (C) Management of Stress | |
| (F) Negotiation | | |
| (C) Mentoring | | |

Physical

- | | | | |
|--|--------------------------------|-----------------------|-----------------------------|
| (O) Standing | (F) Sitting | (F) Walking | (O) Stooping |
| (R) Kneeling | (R) Crawling | (O) Climbing | (C) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (O) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse ball track use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (R) Lifting <u>20 lbs/day</u> | (F) Carrying <u>20 lbs/day</u> | | |

WORKING ENVIRONMENT

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MINIMUM QUALIFICATIONS

Experience & Training

Bachelor's degree preferred, or Associate degree in human services or related field and three (3) years progressively responsible experience in social services, including one (1) year working with and training volunteers. Experience should include two years demonstrated professional experience providing guidance or training regarding personal finances.

Knowledge, Skills and Abilities

- Considerable knowledge of household budgeting and daily money management, including but not limited to checkbook reconciliation, bill paying;
- Knowledge and familiarity with problems and issues confronting the elderly and/or persons with disabilities in the local community;

- Knowledge of confidentiality rules regarding client and provider records, including HIPAA regulations;
- Ability to recruit, train, schedule, motivate, and oversee volunteers;
- Ability to communicate effectively, both in writing and orally, including the ability to prepare and give public presentations;
- Ability to work independently with attention to detail;
- Ability to utilize a personal computer for word processing, spreadsheet preparation; database development and management and electronic communication;
- Ability to pay attention to detail;
- Ability to interact and work with a culturally diverse population;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to provide and maintain accurate financial records;
- Ability to represent the agency before various citizen groups and public officials; and,
- Ability to apply effective problem-solving techniques.

Licenses, Certificates, & Other Requirements

Possess a valid Oregon License or ability to obtain reliable transportation in order to travel throughout assigned area.

Position requires successful completion of a criminal history check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.