



COASTAL COMMUNITY ACTION PROGRAM
117 E Third Street
Aberdeen, WA 98520

JOB DESCRIPTION

PROGRAM: Housing & Community Services

TITLE: Pacific County Judicial Coordinator

JOB CLASSIFICATION: Case Manager

SALARY RANGE: 17.94 to 19.05 per hour

DEPARTMENT: Housing & Community Services

IMMEDIATE SUPERVISOR: Program Director – Housing & Community Services

SUMMARY DESCRIPTION: Provide assistance to individuals and families to become stable and maintain stability in long term recovery. The Pacific County Judicial Coordinator will provide direct personal support to individuals needing access to behavioral health treatment, housing, food, medical care, public health, transportation, State benefits or other services to address the root causes of recidivism. The supports provided will include engagement, needs assessment, development of stabilization plans, warm handoff to service providers and face-to-face follow up to ensure service connections occurred.

FUNCTIONAL RESPONSIBILITIES:

1. Coordinate with courts, treatment provider and other community resources to help clients overcome barriers.
2. Work directly with clients to identify solutions and increase access to services.
3. Develop individualized plans to ensure client stability and success.
4. Provide detailed written and oral reports on a weekly basis to a variety of stakeholders, including court systems, service providers and community partners.
5. Collaborate and/or attend inter-agency case staffing.
6. Organize and host a weekly or bi-weekly service provider event.
7. Other duties as assigned.

QUALIFICATIONS:

1. Experience working with at-risk and vulnerable adult populations.
2. Ability to provide a supportive atmosphere for clients.
3. Ability to communicate orally and in writing.
4. Demonstrate reliability in time management and scheduling.
5. Knowledge of community services and ability to build strategic community collaborations
6. Valid driver's license and vehicle insurance required at all times.
7. Ability to pass and maintain a back ground check.

LOCATION/WORKING HOURS: Pacific County. Variable. The majority of time will be daytime work hours Mon – Fri in the Long Beach CCAP office.

This position is subject to pre-employment drug testing.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.