



CARE

Housing Coordinator

Location: Tillamook County/ Based in Tillamook

Type: Full Time/Non-Exempt

CARE

2310 First St. | Suite 2
Tillamook, Oregon 97141

Office: 503-842-5261 Fax: 855-631-4261

www.careinc.org

Job Description:

CARE's Coordinators/Case Managers are the essential support system for our clients and community. Case management is a process, encompassing collaborative support that assists clients in meeting their basic needs and moving towards what they want in life. Within the case management process the coordinator navigates each phase of the case management process, as outlined in policy and contractor requirements, with careful consideration of the client's individual, diverse and special needs, including aspirations, choices, expectations, motivations, preferences and values, and available resources, services and supports. As a Coordinator, there is a passion for bringing services to people in need and working with people from all walks of life and have an impeccable eye for detail. Coordinators must be comfortable operating in the unknown while directing multiple priorities at the same time. Coordinators have a keen eye for assessing a situation quickly and calmly and can demonstrate inclusivity and equity in all you do.

Position Objective:

Each of CARE's Coordinator's will have a specialty that they work in to effectively provide targeted services to certain groups of CARE's clients. The coordinator provides comprehensive support, goal setting, linkages to services, advocacy, and evaluation. Coordinators are supervised by the Program Manager.

Essential Duties & responsibilities:

- Assess situation and determine needs of client.
- Complete all necessary intake information in a timely fashion.
- Support client in the completion of a plan and goal setting
- Coordinate additional services with supporting agencies.
- Remain in regular contact with clients to ensure they have the services needed to be successful.
- Maintain accurate, complete, and confidential records that reflect assessment, individualized plans, goals, activities, and outcomes within the requirements of the contracting agency.
- Submit data entry in a timely manner.
- Participate in regular staff meetings and supervision.
- Attend training, and professional development opportunities, to remain abreast of current research and trends.



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Description of other duties:

- Provide backup to other staff.
- Perform other duties as assigned.

Skills and Abilities:

- Strong and effective interpersonal and communication skills.
- Demonstrates ability to handle sensitive information effectively and confidentially.
- Excels in multi-tasking, goal setting, accountability, and workload prioritization.
- Impeccable eye for detail.
- Known for your ability to address setbacks, troubleshoot issues, and seamlessly direct multiple priorities at the same time.
- Ability to build relationships and work closely with peers, clients, and partners.
- Computer literate, experience with Microsoft Office software and databases.
- Clean driving record, valid driver's license and current insurance is maintained.
- Bilingual English and Spanish preferred.

Qualifications:

- High School Diploma or G.E.D, equivalent.
- Computer skills (Microsoft Suite).

To Apply:

Please submit a detailed and compelling letter detailing your suitability for this position and your passion for the mission of CARE.

Please send cover letter and resume to eguzman@careinc.org

CARE Inc

Attn: Elizabeth Guzman

2310 First Street Suite 2

Tillamook, Oregon 97141 503-812-5269

Job Location: Tillamook, Oregon, United States

Position Type: Full Time \$20.50-\$22.50 starting per hour,
medical/dental/retirement offered after 90 day probationary period.