



Otero County
Department of Human Services
is accepting applications for a
CSBG Coordinator

- Pay starts at \$18.45 / Hourly.
- Available to work a varied schedule of 20-25 hours per week.
- Responsibilities include scheduling and (when necessary) driving clients to and from medical appointments in the tri-county region of Otero, Bent and Crowley Counties.
- Perform coordination duties for the Community Services Block Grant utilizing basic computer programs.
- AA in business or two years' experience in a job-related field.
- Application and position description available at the **Colorado Workforce Center at 308 Santa Fe Ave., La Junta.**
- All applications will be processed through the **Colorado Workforce Center.**
- Not all applicants will be contacted.
- Equal Opportunity Employer.

OTERO COUNTY DEPARTMENT OF HUMAN SERVICES
CSBG COORDINATOR
PART TIME

Department Head Approval Donna Rohde Date 7-1-22
Commissioner Approval John F. Heston Rob Oquist
Date 7/1/22

GENERAL STATEMENT OF DUTIES

Available to work varied schedule of 20-25 hours per week.

Schedule and (when necessary) drive clients to/from medical appointments in tri-county region of Otero, Bent and Crowley; may also take clients to appointments out of area, i.e. Pueblo.

Perform coordination duties to Community Services Block Grant program which will be varied and require skill in organizing and prioritizing tasks, utilizing basic computer programs.

Have strong interpersonal and communications skills, ability to analyze and solve problems.

Proven administrative and management skills, emphasis on funded programs.

Strong interpersonal and communications skills. Ability to analyze and solve problems.

Experience in working with diverse cross-section of community and/or volunteers.

Must have computer skills in data management and reporting.

DUTIES

1. Coordinates Community Service Block Grant to include: processing incoming CSBG applications, i.e. verifying information on application with utility companies, landlords, employee, OJC, Workforce Center, etc; determining eligibility of applicants; maintaining data for reporting and submitting reports on grant in a timely manner; coordinating and leading Tripartite Board Meetings and maintaining Memorandums of Understanding, policy and procedures, and any other grant needs.
2. Coordinates rides to medical appointments and other community services for clients in tri county region of Otero, Bent and Crowley.
3. Develop and maintain cooperative working relations with a variety of community organizations and agencies.
4. Disseminate project information, as appropriate, to staff and public at large, including other programs and agencies.
5. Plan, develop and implement a continuous program of public relations.
6. Develop and maintain financial project and applicant records.
7. Attends appropriate meetings and conferences on systemic counter-poverty related community actions, volunteerism, transportation and related fields, as needed.

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RESPONSIBILITY

Works under the guidance of the Adult Service Manager - AAA. Incumbent's work is reviewed for compliance to instructions, procedures, methods, general conclusions, final results and accuracy.

PERSONAL WORK RELATIONSHIPS

Contacts are with supervisor, other agency staff, advisory council, volunteers, sponsoring agencies, state personnel and public. Incumbent must have the ability to work well in small communities.

MINIMUM QUALIFICATIONS

Education: AA in Business related field or

Experience: Two years in job related field

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance

Reliable transportation

ESSENTIAL FUNCTIONS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A notable amount of time is spent in a remote/virtual capacity, outside the office with the sponsoring agencies. Remaining time is spent in a standard office environment requiring normal physical effort.

Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 5 pounds. The noise level in the work environment is usually moderately quiet.

POLICY REQUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

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Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____ Date _____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.