



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

Position:	Housing Resource Coordinator I	Location:	Amador/Calaveras County
Salary Range:	\$13.35 - \$17.04 DOE	Final Filing Date:	02/15/2018 @ 4pm

APPLICATION PROCEDURE:

ALL APPLICANTS MUST SUBMIT AN ATCAA JOB APPLICATION IN ORDER TO BE CONSIDERED FOR AN INTERVIEW

Applications may be obtained and submitted to:

Amador Tuolumne Community Action Agency
935 S. State Highway 49
Jackson, CA 95642
Ph: (209) 223-1485
Fax: (209) 223-4178
www.atcaa.org/employment

Notification: All applicants will be notified by: March 29, 2018

Full Benefits Package:

- Health/Dental Insurance – 75% Employer paid
- Vision Insurance – 100% Employee paid
- Voluntary Life/AD&D Insurance – 100% Employee paid
- Retirement (Money Purchase Pension Plan) – **7.5 % employer contribution and 100% vested upon regular status**
- 3 weeks paid time off and 12 paid holidays per year
- Eligible employee membership with Golden 1 Credit Union

Hours: 37.5 per week

Final Filing Date: All applications must be received no later than 4:00 PM on Feb. 15, 2018. **EOE**

ABOUT ATCAA & THE POSITION

Our Mission Statement:

- To help individuals in Amador and Tuolumne counties toward self-sufficiency.
- To assist local residents in becoming involved and contributing members of our community.
- To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- And, finally, to form partnerships and coalitions within the community to meet these needs.

Shelter and Housing Resource Services:

ATCAA's Housing Resources programs in two counties include homeless shelters, rapid re-housing services for homeless persons, transitional living programs for families, rental assistance to forestall evictions, landlord-tenant counseling to resolve disputes, housing counseling for credit and debt repair, financial literacy classes for adults (ATCAA Smart Money), and foreclosure intervention and loan modification counseling for homeowners in Amador, Calaveras and Tuolumne counties. ATCAA operates emergency homeless shelters in Jackson and Sonora and transitional living facilities in Tuolumne and Columbia, and provides leadership in the Central Sierra Continuum of Care for homeless services and housing.



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Definition: As a part of the ATCAA Housing team, the Housing Resources Coordinator I plays an essential role in ATCAA as a whole. Under the general supervision of the Deputy Housing Director, the Housing Resources Coordinator I is responsible for implementing and operating housing programs including but not limited to emergency and transitional housing, rental assistance and financial literacy instruction.

Supervisor: Deputy Housing Director

Minimum Qualifications:

- Meet all federal/state licensing requirements and/or program requirements necessary for this position: possess a continuously valid California driver's license and an acceptable driving record, and fingerprint clearance;
- Demonstrate good written and oral communication skills during written application and practical testing during interview;
- Demonstrate proficiency with computers and Microsoft Office programs, including Word, Excel and email;
- Prefer professional experience working with diverse populations and volunteers;
- Have experience and level of comfort with community outreach, marketing, and public and media relations.

Working Conditions:

Work takes place in a normal office environment at ATCAA's Housing Resources offices or housing facilities with occasional standing and computer work for extended periods and some lifting required (20-40 lbs.). The salary for this position is conditional on ATCAA receiving funding for the fiscal year. This position may entail working after hours to attend community and/or business meetings.

A copy of the full job description is available at www.atcaa.org/employment