



## Position Description

<b>Title:</b> Project Coordinator
<b>Status:</b> Non-Exempt; Full-time
<b>Location:</b> North Sound ACH Region Island, San Juan, Snohomish, Skagit, and Whatcom counties; including lands of eight tribal nations (Lummi Nation, Nooksack Tribe, Samish Indian Nation, Upper Skagit Tribe, Sauk-Suiattle Indian Tribe, Stillaguamish Tribe of Indians, Swinomish Indian Tribal Community, and Tulalip Tribes)

### Position Summary

This position will support planning, implementing and monitoring North Sound ACH projects and programs, system improvement and care coordination strategies.

### Essential Job Functions\*

- Develops and maintains accurate resource, research and asset databases to meet North Sound ACH program goals and objectives.
- Catalyzes collective action to advance community transformation by participating as a liaison to regional health coalitions and other key partners who focus on reducing disparities and/or addressing social determinants of health.
- Gathers insight and information from key partners and stakeholders as to the perspectives on community voice in the North Sound ACH.
- Learns and understands the needs and interests that motivate North Sound ACH partners.
- Supports project quality improvement, monitoring and evaluation efforts.
- Collaborates with team members, ensure that effective communication tools and practices are in place.
- Performs other special projects, research or tasks as assigned.

\* Please see Supplement to this position for other specific job functions

### Qualifications and Skills

- At least four years of relevant experience in community health, education, and project management. A combination of lived experience, college coursework or degree will be considered.
- Experienced assigning and delegating tasks, setting goals and deadlines, completing milestones and tasks on time, and adapting plans as necessary.

- Solid decision making, problem-solving approaches, and ability to communicate complex issues in plain language is required.
- Experience with MS Office suite (including Word, Excel, PowerPoint), Google Suite (including Google Docs, Spreadsheets, and Drive), other online collaboration and project management tools, together with ability and desire to learn new applications.

## **Team Values**

- Commitment to Equity: Work to advance equity, racial and social justice
- Leadership: Lead by example, maintain professionalism, and leverage communication strategies to promote effective organization change and culture development.
- Teamwork: Work effectively and respectfully with staff, stakeholders, and community.
- Efficiency: Manage and prioritize multiple projects, tasks and execute deliverables on time, within scope and budget.
- Dependability: Demonstrate responsive and responsible behavior in fast-paced setting.
- Integrity: Earn the trust, respect, and confidence of co-workers, stakeholders and community, through honest, forthright, and professional interactions and respect.

## **Special Requirements**

- A valid driver's license and proof of insurance are required. Successful candidate will have ready access to and ability to operate a motor vehicle.
- Final candidates are subject to a background check.

## **Working Conditions & Physical Requirements**

- The work associated with this position will primarily be performed remotely, in compliance with Washington's COVID recovery guidelines. Employees are required to maintain a workspace with reliable internet connection where they can safely perform work, and be available and responsive during scheduled working hours.
- Occasional work on evenings and weekends will be required. These times will be pre-scheduled, and not routine.
- Occasional travel across the five-county service area is required.
- Position requires hand manipulative skills working with electronic equipment and systems. May occasionally lift and carry items weighing up to 25 pounds.
- Must be able to hear verbal conversations over the phone and in-person with background noise.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*



## **Supplement to Project Coordinator Position: Emergency Response Case Management**

### Position Summary

In addition to the duties outlined in the Project Coordinator position description, this position will support direct case management during periods of emergency response where North Sound ACH has been requested to provide assistance to partners across the North Sound region. The case manager in this role will report to North Sound ACH, but will also be in alignment with any public authority that has been named responsible for the public emergency response.

### Essential Job Functions

- Conduct intakes to assess needs of community members to determine the appropriate type of support community and clinical supports.
- Develop and document individualized response plans for clients and households.
- Complete charting in accordance with North Sound ACH charting guidelines and legal requirements and assure client confidentiality.
- Assist clients with development and implementation of individualized housing plans on an ongoing basis.
- Assist clients to access appropriate, affordable housing.
- Facilitate the placement of clients into scattered site shelter facilities, working closely with client, building managers and housing providers.
- Maintain contact with clients placed in emergency shelter locations. Facilitate meetings with clients, landlords, case managers, and/or other service providers, as needed.
- Ensure that clients and landlords are aware of any rules and regulations specific to housing programs and provide mediation when conflicts arise.
- Respond to guests who are in crisis or having medical emergencies.
- Provide services, resources, and information to clients.
- Track and report on client activity including updated progress notes and ensure all required program forms are completed and all required signatures are obtained.
- Update database of community resources and programs for people impacted by the current emergency response, including websites, application links, and contact information.
- Coordinate transportation for clients as needed.
- Coordinate with other case managers across the region.
- Actively participate in all meetings of the Community Response Network.
- Perform other work-related duties as assigned.