

HARCATUS Tri-County C.A.O., Inc.

JOB DESCRIPTION

Job Title: Project Specialist
Supervisor: Community Initiatives Director
Classification: Grade 6, Non-Exempt, Full-Time

Job Summary: Responsible for working with the low-income community and agency consumers to achieve the goals and objectives of the program.

Essential Duties and Responsibilities:

- Functions as the administrative assistant to the Community Initiatives Director, performing general office responsibilities such as ordering supplies, scanning, copying, and faxing.
- Creates, maintains, and submits data analyses and reports as assigned.
- Ensures that consumer and service data is accurately gathered, recorded, and reported in a timely manner.
- Orders supplies within budget and delivers them to Community Service Projects in the within the organization's service area.
- Develops and maintains an in-depth understanding of community resources available within the organization's service area.
- Provides program support, which may include case management duties such as interviewing, enrolling, orienting, and serving consumers; travel may be necessary.
- Advocates for and assists consumers in accessing all applicable services and support.
- Conducts outreach and collaborates with other community resources, as directed.
- Creates, implements, or contributes to projects that facilitate consumers in achieving their health goals and/or economic independence.
- Recognizes consumer achievements and submits success stories.
- Identifies and reports risks to the supervisor and assists with risk mitigation strategies.
- Develops opportunities for low-income volunteers.
- Ensures that the objectives of the Agency's Community Action Plan are met or exceeded.
- Attends required seminars and training sessions as needed, which may involve overnight travel and/or a flexible work schedule.
- Participates in scheduled staff meetings, which may involve travel and/or a flexible work schedule.
- Performs any other job-related duties as assigned.

Qualifications and Skills:

- Post-Secondary degree in Business, Social Work, Family Services or related field preferred. High School Diploma or GED required.
- Two-year's experience in an administrative support or case management position preferred.
- Must demonstrate tolerance, be culturally sensitive, and foster diversity.
- Able to effectively work with low-income and diverse populations in a non-judgmental manner.
- Must demonstrate excellent ethics and respect professional boundaries.
- Excellent group facilitation skills, public speaking and presentation skills preferred.

- Proficient in Word, Excel, PowerPoint, Publisher, Internet, email, texting and social media platforms.
- Excellent time management and organizational skills.
- Effective problem-solving skills.
- Must be able to work both independently and cooperatively as a part of a team.
- Excellent verbal and written communication skills required.

Special Conditions:

Must successfully pass criminal records check and drug screening as per Agency and funding requirements. Must have a valid Ohio Driver's License, reliable transportation, and clearance to drive HARCATUS vehicles. Travel required in Agency service area of Harrison, Carroll and Tuscarawas Counties in Ohio. Attend in-service and out of service area training which may require overnight stays of one or more nights. Work from various HARCATUS locations within the agency's service area as assigned. Remote work may be required.

Must have the ability to demonstrate the physical and cognitive capabilities necessary to fulfill the 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 the job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will regularly be required to stand, walk, sit, talk, reach, stoop, kneel, ascend and descend steps, carry and use hands and fingers to operate tools, a computer, telephone, and keyboard. The employee will be required to drive a vehicle, loading and unloading. The employee must regularly lift and/or move up to twenty (20) pounds, frequently lift and/or move up to thirty-five (35) pounds and occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision due to reading small print and computer work as well as visual acuity needed to operate a motor vehicle.

By signing this job description, I affirm that I have read and understand the responsibilities and qualifications for this role and that I am fully to fulfill the duties as outlined above, with or without accommodations. I understand that this is not an exhaustive list of all my duties and responsibilities and that HARCATUS reserves the right to revise this job description as deemed necessary. Additionally, I understand that my employment with HARCATUS is at will.

Employee Printed Name

Employee Signature

Date

HARCATUS Tri-County C.A.O., is an Equal Opportunity Employer and Service Provider