



JOB DESCRIPTION Youth and Family Services Coordinator

Duration: Permanent, Full-Time Exempt Position, Hourly

Reports To: Resident Services Manager

Salary Range: \$20-\$23 an hour, opportunity for bilingual pay differential, DOE.

Benefits: Medical, Vision & Dental Insurance for the employee;
Employer Funded 403(b) Pension;
Vacation, Holidays, Sick Leave, Bereavement;
Life Insurance, Short Term and Long-Term Disability;
**Two weeks maternity/paternity leave, Employee Assistance Program;
Sabbatical after seven years;
Approximate 36 hour work week (compensation based on 40 hours)**

About CPAH

Join us at Community Partners for Affordable Housing (CPAH) and be part of a team dedicated to supporting our growing organization, currently serving over 450 households in Washington County and SW Portland. The Housing Navigator and Case Management Specialist is part of CPAH's resident services team and will serve Washington County's homeless population with housing placement and case management services. CPAH's resident services program provides a range of services for youth, seniors aging in place, working families, and some of our most vulnerable neighbors.

CPAH is dedicated not only to ensuring equitable access to housing, but also to building a team that reflects the diversity of our residents and represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Position Overview:

CPAH provides culturally responsive youth services at five of our affordable housing complexes: Oleson Woods, Greenburg Oaks, Cedar Grove, Spencer House, and Village at Washington Square. The Youth and Family Services Coordinator is part of CPAH's resident services team and is responsible for CPAH's youth programming, overseeing youth services and connecting with families. This includes coordinating with community providers and building community partnerships in order to support our youth and family services. Although historically CPAH has provided direct youth services, because our portfolio is growing, CPAH is seeking someone who is also interested in program development and coordination with community based resources as that will be a large part of this role.

Typical tasks also include providing resource and referral information, coordinating with community based services, including schools, organizing community building activities, tracking outcomes and compiling reports, supporting volunteers and agency interns and assisting with the Resident Advisory Committee.

Qualifications:

To be successful a Resident Services Coordinator, you will need to meet the minimum qualifications and commit to building an inclusive work environment.

- The ability to ensure an enriching, positive, and culturally responsive environment for youth and families.
- Two year's experience working with a group of diverse youth of a variety of ages in an activity-based setting.
- At least one year experience in program coordination. Interest in building community partnerships and leveraging existing partnerships to meet program needs. Ability and/or experience analyzing program outcomes to meet goals.
- Ability to work patiently and be flexible with youth and families, some high needs.
- Comfortability and experience working with adults. Although this job centers youth, the person in this role will be supporting parents and caregivers.
- Commitment to CPAH's Mission and equity and inclusion values. Ability to maintain appropriate professional boundaries with youth and adult residents.
- Strong verbal and written communication skills, including ability to effectively communicate with upset individuals.
- Experience using resident centered, trauma informed, and de-escalation practices.
- Proven ability to work with efficiency and flexibility.
- Passionate about CPAH's mission and impact.
- Ability to maintain appropriate professional boundaries with residents.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Word.

Bilingual and/or multicultural individuals are encouraged to apply. CPAH values experience working with historically underserved populations and communities of color.

Unique Job Conditions

Requires some (<15%) participation in evening and weekend meetings and events. We offer a flexible work environment, which will include the opportunity to work from home part-time. The duties of the job are primarily performed in an office environment. Currently, we are generally working at home due to COVID.

To Apply

To be considered for this role, **we require a cover letter and resume**. Great cover letters describe your interest and qualifications for this position, your commitment to diversity, equity, and inclusion, and your perspective on affordable housing in our community.

Email jobs@cpahoregon.org to apply or to request more information or assistance with your application.

For more information on CPAH, please visit our website at cpahoregon.org.

This position will be open until filled.

CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access to, or treatment of, residents, employees or volunteers in any of its projects or programs.

