



Job Announcement

Posted: 8/30/2021

SSVF Program Coordinator

ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!

Job Title & Code:	SSVF Program Coordinator (Exempt)
Job Hours:	Full Time (40 Hours)
Salary:	\$2,066.00 to \$2,431.00 Semi-monthly DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

This position is responsible for the implementing, monitoring, and oversight of a five county multi-million. Support Services for Veteran Families (SSVF) grant administered by the Veterans Administration (VA). This position works with a multidisciplinary team in ensuring that the grant is dispersed in accordance with the VA guidelines. This position requires frequent travel between agencies to ensure all compliance aspects of the funding is met.

Position Duties & Responsibilities

- With the SSVF Program Supervisor ensure that all SSVF programs and subgrantees comply with VA and SSVF requirements by staying abreast of existing and new legislations, enforcing adherence to requirements for SSVF grant including sub grantees.
- Works with the SSVF Program Supervisor and SSVF Program Lead to develop an effective SSVF compliance-training program, including appropriate introductory training for new employees as well as ongoing training for all SSVF employees and Sub-Grantees. Trains SSVF staff and sub grantee staff on program compliance requirements specific to their position.
- Analyzes and maintains program compliance, quality, effectiveness, and program updates including data quality in the Homeless Management Information System – HMIS for SSVF program and subgrantees.
- Monitor and approve all budgeted project expenditures, ensuring all expenses are eligible per applicable policies and procedures for SSVF program and subgrantees.
- Prepares and analyzes monthly, quarterly, and annual reports on funded programs and client data.
- Monitor the progress of the project and adjust as necessary to policy and procedures and/or budgets to ensure the successful completion of the project for SSVF program and subgrantees.
- Communicate with funders as outlined in funding agreements for SSVF program and subgrantees.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.
- Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Apply by Sending Application, Cover Letter & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email hr@accesshelps.org



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Position Requirements

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- Bachelor's degree with relevant emphasis AND at least 3 years' experience coordinating and/or overseeing state/federally funded programs. Equivalent experience may be substituted for the educational requirement.
- Experience managing monthly program budgets and reporting.
- Strong organizational and analytical skills.
- Excellent computer skills, including thorough knowledge of Microsoft Office 2007; particularly Word, Excel, and PowerPoint.
- Experience using databases as a tool for effective operations and knowledge management.
- Excellent verbal and written communication skills.
- Strong time management/prioritization skills and solid judgment with outstanding attention to detail and follow-up.
- Able to work independently in a deadline-driven environment.
- Valid Oregon Driver's license with record that is acceptable under ACCESS' insurance policies.

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

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