SSVF Program Coordinator

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you. This is a chance to support the community with your determination, attention to detail, and interest in ending homelessness among our Veteran population.

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<tr>
<th>Job Title &amp; Code:</th>
<th>SSVF Program Coordinator (Exempt)</th>
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<tbody>
<tr>
<td>Job Hours:</td>
<td>Full Time</td>
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<td>Salary:</td>
<td>$1,754.00 to $2,165.00 Semi-monthly DOE</td>
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<td>Benefits Offered:</td>
<td>Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan</td>
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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.

Position Duties & Responsibilities
- With the Support Services Director 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
- Works with the Support Services Director 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 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
- Monitor and approve all budgeted project expenditures, ensuring all expenses are eligible per applicable policies and procedures.
- Prepares and analyzes monthly, quarterly and annual reports on funded programs and client data.
- Represents ACCESS to the public in a variety of fashions, including but not limited to public speaking, media interviews, and outreach to various constituencies. Provides story ideas and current program marketing information to appropriate staff and vendors on a regular basis.
- 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.

Position Requirements
- Belief in ACCESS’ mission to help people help themselves.
- 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 education requirement.
- Strong organizational and analytic skills.
- Able to work independently in a deadline-driven environment.
- Valid Oregon driver’s license with record that is acceptable under ACCESS’ insurance policies.

Apply by Sending Application, Cover Letter & Resume To
ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504
OR Email hr@accesshelps.org