

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)



## JOB DESCRIPTION

**Position Title: Chores & More Program Coordinator**

**FLSA: Non-Exempt**

**Class Title: Program Coordinator II**

**Range: 5**

**Reports to: Director of Senior Programs**

### Position Requirements:

**Education and Experience:** Bachelors Degree from a four (4) year college or university; one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** Valid Driver's license.

**Certifications Required:** None.

**Background Investigation Required:** None.

**Knowledge:** Knowledge of senior and community resources in Anoka County.

**Abilities:** Ability to read, analyze, and interpret common standard journals and financial reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from staff, clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or Board of Directors. Ability to work well with others.

**Skills:** Good interviewing techniques and assessment skills. Supervisory skills with both paid and volunteer staff. Strong oral and written skills. Good organizational skills. Intermediate computer and application programming skills. Grant writing and grant management skills.

### Duties and Responsibilities:

Assists Director in preparing grant requests, budgets, and contract agreements to funding partners. Works on fundraising efforts with community groups, providers, and clients. Prepares and submits reports to Director for funding partners. Develops and implements promotion and expansion of ACCAP Chores & More Program. Responsible for public relations to community groups, providers and citizens through oral and written presentations. Recruits, interviews, and trains volunteers. Recruits, interviews and evaluates paid independent contractors who provide services to clients. Assigns contractors and volunteers to clients and projects and provides follow-up to ensure quality of service. Maintains waiting lists. Collects, tabulates, and evaluates client information. Responsible for contractor invoice procedures and billing clients for services. Responsible for all program aspects in regards to meeting and evaluating established "Program Procedures and Responsibilities." Collaborates with Senior Outreach Workers, county social workers, and community support professionals to better serve their clients in need of chore and housekeeping services. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date: October 7, 2021

Location: Blaine

Closing Date: Until Filled

Supervisor: B.Hatfield

Status: Permanent/FT

Starting Salary: \$20.00 - \$22.00/hr DOQ

Benefits: Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement, Vacation, Sick, Holiday.

To receive an employment application, visit [www.accap.org/accapcareers](http://www.accap.org/accapcareers).