

## **POSITION: PROGRAM COORDINATOR**

**Reports To:** Program Manager  
**Program:** Disability Services – Snohomish County  
**Position Type:** Full-Time/Non-Exempt  
**Date:** January 2020

*Volunteers of America Western Washington is seeking compassionate and dedicated employees who care about social justice and desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Come be a part of what we do and make a difference every day!*

### **WE OFFER:**

COMPETITIVE SALARY  
UP TO 200 PAID TIME OFF HOURS PER YEAR  
MEDICAL & DENTAL  
403(B) RETIREMENT  
FLEX SPENDING ACCOUNT and more....

### **GENERAL FUNCTION:**

Under the supervision of the Program Manager, the Program Coordinator assists the Program Manager with overseeing the provision of support for participants living at specific sites. Program Coordinator assists the Program Manager by providing oversight to staffing and administrative operations at sites and in the office as needed, by serving as the first source of communication between staff and site issues, acting as a representative of the Program Manager when the Program Manager is not at site, and by being a mentor and trainer to both new and existing staff.

### **QUALIFICATIONS:**

- Must obtain or maintain all required trainings.
- Must be at least 18 years of age and have a high school diploma or GED. AA degree is preferred.
- 1-2 years of experience working with persons with developmental disabilities is required.
- Must be able to read and understand the program documentation and complete detailed, accurate documentation in line with program requirements.
- Required, as a condition of employment, to obtain: CPR/First Aid certification, Nursing Assistant Registration (minimum) within 120 days of employment, and to attend the required trainings as scheduled. Must pass (90%) on the Mandated Reporting Post-Test.
- Knowledgeable and skilled in all MS Office applications.
- Required to work at least one, but preferably both weekend days, at designated sites.
- Must have and maintain an acceptable background check record per State guidelines.
- Must have reliable personal transportation and the ability to safely transport clients via personal and/or agency vehicles as well as obtain the necessary VOA training to do so.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations.

If you wish to apply for this position, please email your resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*