

Job Description

Job Title: Resiliency Grants Coordinator

Department: Community Impact

Reports To: Community Impact Coordinator

Status: Non-exempt, Full time

Job Purpose:

United Way's Resiliency Grants program will operate as an ongoing grant program to support individuals identified and referred by the organization's robust network of community service agencies. The program will play an important role in maximizing the impact of each of these agencies by uniting case management and referrals with targeted financial relief for basic needs. The Resiliency Grants Coordinator will over see the case management for United Way's Resiliency Grants program and other individual grant programs that will be activated in times of disaster or as deemed appropriate.

Duties:

- Assist in the development and enhancement of eligibility procedures for the Resiliency Grants program.
- Provide case management for clients seeking assistance through United Way's Resiliency Grants program, Rental assistance and Individual Assistance Grant programs.
- Make funding recommendations based on need and eligibility of clients.
- Collect supporting documentation and paperwork from clients to ensure funding recommendations are made in accordance with all established procedures and protocols.
- Communicate regularly with a network of partner organizations to receive referrals and other documentation as needed for client applications.
- Proficient in the use of the Homelessness Information Management System (HMIS).
- Maintains data in an orderly manner in HMIS and UW internal resources.
- Forges new partnerships within the community to serve the needs on the program.
- Coordinates with community partners for referrals for IDAG, Resiliency, Cal Aims and other programs as needed.
- Maintain accurate data as it pertains to client records, funding data, and other information that is collected during the interview and funding process.
- Produce reports representing program growth and productivity.
- Make recommendations for program improvement and best practices to supervisor.
- Maintain a professional and courteous demeanor with all internal and external peers, partners, colleagues, and clients.

Additional Duties:

- Other duties as assigned

Education and Experience:

An associate's degree or four-year college degree desired.

Some case management experience is required

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the described functions.

Language Skills

Ability to read, analyze, interpret business documents, financial reports, and legal documents. Ability to write reports, compelling stories, and business correspondence. Ability to respond effectively to inquiries or complaints from customers, peers, subordinates, top management, or other members of the business community. **Bilingual in Spanish is required.**

Computer Skills

Ability to use word processing, spreadsheet, and database applications. Ability to use MS Outlook, Word, Excel at intermediate level or better; MS Access and/or PowerPoint and Publisher at beginner level or better. Ability to learn and use Andar. Ability to learn various other software programs.

Certificates, Licenses, and Registrations

Valid driver's license.

Desired Knowledge, Skills, and Abilities

- Ability to manage workload to meet deadlines.
- Ability to prioritize and multi-task on multiple projects under tight deadlines.
- Ability to perform under strong workloads and high expectations.
- Ability to establish a schedule of work activities and proper focus on priorities.
- Strong follow-up skills.
- Ability to carry out procedures to ensure work is completed error-free.
- Excellent writing skills, verbal skills, interpersonal skills.
- Meticulous attention to detail.
- Ability to communicate effectively, orally and in writing, with many levels of employees of various disciplines within various departments and all other internal and external contacts.
- Ability to maintain stable performance under pressure.
- Ability to participate as a team player to coordinate grant projects.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant requests.
- Ability to develop, write and implement strategic plans and provide necessary documentation to support grant requirements.
- Ability to travel to meetings and professional seminars.
- Ability to be flexible in changing daily workload priorities as directed.
- Ability to plan, prioritize and synchronize multiple projects.
- Ability to gather, analyze, and evaluate a variety of data.
- Ability to handle restricted, confidential, private, or personal information.
- Ability to drive a car and possess a valid driver's license.
- Ability to use various office machines such as personal computer, FAX, copier, and telephone.
- Ability to provide transportation.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle, or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position. The noise level in the work environment is usually somewhat quiet.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills, or efforts.

Employee	Date	Human Resources Department	Date
Department Manager	Date	CEO	Date

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