

Mesilla Valley Community of Hope



Job Title: Camp Hope Coordinator

SUMMARY OF POSITION

The overall responsibility of the Camp Hope Coordinator is to oversee operations at Camp Hope, a tent city located at Mesilla Valley Community of Hope (MVCH). Camp Hope provides a safe place for people to reside while they work towards housing. The Camp Hope Coordinator will also spend at least half the time performing intakes and offering support to the administrative staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform weekly Camp Hope walkthroughs to ensure safety, cleanliness, and adherence to Camp rules
- Organize and attend weekly meetings with Camp residents
- Welcome new residents of Camp Hope
- Coordinate and supervise volunteer groups and client service hours
- Report structural and other maintenance issues in Camp to the administrative team
- Organize Camp Hope clean-ups
- Update and distribute Camp roster
- Address Camp Incident Reports and grievances
- Pick up and deliver donations and supplies
- Enter, review, and interpret Camp data
- Provide presentations to community partners regarding Camp Hope
- Assist with Tents to Rents fundraiser
- Verify client eligibility data for services
- Update client files with case notes
- Develop individualized housing and service plans, including paths to permanent housing stability
- Provide wraparound supportive services to clients
- Perform Coordinated Entry assessments and intakes
- Enter client information into the Homeless Management Information System (HMIS)
- Refer clients to community resources, including for employment, housing, legal consultation, and other services
- In accordance with the "team" philosophy of the agency, may occasionally be required to carry out or assist with other housing grant-related tasks in addition to the duties listed above
- Must believe in and act in accordance with the agency's mission statement and goals

SKILLS REQUIRED

- Ability to both work independently and collaborate with a group
- Solid written and verbal communication skills, especially with training materials, report writings, and policies and procedures
- Strong interpersonal skills
- Strong internet and organizational skills
- Proficiency with Microsoft Office software

EDUCATION and/or EXPERIENCE

- Bachelor's Degree (B.A.) in Social Work or related field preferred. Knowledge of crisis intervention, case management, and social work theory and ethics
- OR High school diploma or its equivalent, and at least one year's experience in social or human service programs
- OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities
- Valid driver's license required
- Community Health Worker certification may be required in the future
- Experience working with homeless individuals during the process of obtaining and stabilizing in housing a plus

LANGUAGE

- Ability to read and interpret documents such as operating manuals and professional journals
- Ability to write routine reports, correspondence, and appropriate case notes
- Ability to speak effectively before groups
- Bilingual preferred

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. In the course of performing the job, this position typically spends time sitting, standing, climbing stairs, walking, driving, carrying (25 lbs), lifting (25 lbs), bending, and stooping, operating a computer keyboard, firm/strong grasping, and repetitive hand movements. Makes and receives telephone call. Uses general office equipment, including a copier and fax machine. Subjected to outdoor environmental conditions.

COMPENSATION

DOE. Occupational & Liability Insurance, Social Security, Annual Sick and Holiday Leave.

QSEHRA (you must carry your own insurance and Community of Hope will reimburse your medical expenses up to a specific \$ amount) and IRA offered.

HOURS

- Full-time position, 8:00 AM to 5:00 PM, Monday-Thursday, 8-4 Fridays (MVCH employees typically opt for the 9-hour day of work which allows for every other Friday off)
- Occasional but rare evening/weekend hours may also be required.

Submit resume to deputydirector@mvchlc.org.