

PROGRAM ASSISTANT - CV HOUSING FIRST - Coachella Valley Association of Governments (CVAG) - (Position grade: \$47,744 - \$59,484 annually, plus a generous paid benefits package including PPO/HMO.) At-will position that performs a wide variety of duties under general supervision of program supervisor. Position is an all-purpose entry-level position that supports a broad range of program functions that help homeless individuals and families get off the streets and into housing. Functions include: interacting with homeless clients in the field; helping with client intake, assessment, and referrals; make recommendations for individual client action plans; and regularly checking in with clients in an assigned caseload to help them make progress toward achieving their individual goals. Position participates in regular data entry, compliance, and reporting activities. **REQUIREMENTS:** Minimum of 2 years of experience working in Coachella Valley with unsheltered homeless individuals and in collaboration with partner agencies; understanding of Housing First approach; experience using HMIS Client Track or similar data tracking; be computer literate and experienced with Microsoft Office Suite; and equivalent to or completion of high school, including or supplemented by specialized clerical courses. Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. Bachelor's Degree in Counseling, Social Work, or Human Services is preferred but not required. Bilingual English/Spanish a plus. **APPLY BY:** Open until filled. First review on September 16, 2022. **CVAG application, supplemental questions, resume and cover letter required.** Applications and full job description may be obtained at: www.cvag.org or at: by calling (760) 346-1127.