

PROGRAM ASSISTANT II - CV HOUSING FIRST - Coachella Valley Association of Governments (CVAG) - (Position grade: \$52,765 - \$65,740 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 and monitors 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. Must have strong oral and written communication skills, ability to work independently, use initiative, exercise sound judgment, and meet critical deadlines is essential. **REQUIREMENTS:** Minimum of 3 years of experience working in Coachella Valley with unsheltered homeless individuals. Understanding of the Housing First approach. Experience of HMIS Client Track. 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. Ability to speak Spanish is highly desirable. **APPLY BY:** Open until filled. First review on September 9, 2022. **CVAG application, resume, cover letter, and supplemental questionnaire required.** Full job description and application materials found at: www.cvag.org or at: by calling (760) 346-1127.