



South Central Community Action Partnership

“Building Bridges Toward Self-Sufficiency”

550 Washington St. South, P.O. Box 531, Twin Falls, ID 83303-0531

Phone (208) 733-9351 - Fax (208) 733-9355

Helping People • Changing Lives

Job Announcement

March 26, 2021

Self Help Housing Coordinator

The primary goal for this position is to recruit individuals and/or families for the Self-Help Housing Program. This is a federally funded program that assist income qualified households through the USDA/RD in building their own homes. This will require strong interpersonal skills, a professional demeanor and the ability to build quality referral sources. Must be self-motivated and possess the ability to work as a team with other agency staff. The job will entail a lot of traveling and interaction with businesses and individuals throughout the Magic Valley area. Preferred knowledge in residential housing, real estate or mortgage lending and marketing. Bi-lingual in Spanish would be beneficial.

This position will perform with little supervision and involves a great deal of two-way informing and coordinating. Must be able to deal with a variety of variables in relation to instructions. Must negotiate and encourage others to reach a common goal. Responsible for recording and compiling data for pertinent agency programs. Must be able to plan own work schedule. Responsible for completing all tasks effectively and efficiently. Must have ability to interact with clients and other services agencies, verbally and in writing, to exchange information as it pertains to clients services. Must write narratives describing work progress and identifying problems.

COMPENSATION

The salary for this position will start at \$16.00 to \$19.00 per hour depending on experience. Full time 40 hours per week.

BENEFITS

Vacation & Sick Leave, Paid Holidays, Paid Life Insurance. SCCAP provides a Flexible Benefit cash payment of \$400.00 monthly in lieu of traditional benefits such as medical and dental insurance. . Each employee has the option to enroll in the various health plans, additional life insurance, or retirement plans w/match that SCCAP has to offer.

APPLICATIONS

Interested candidates should submit a letter of interest and a summary of qualifications/resume to South Central Community Action Partnership’s Administrative Assistant, Amanda Thomason.

Amanda@sccap-id.org

This position requires a valid driver’s license and proof of vehicle liability insurance and the ability to pass a drug and background check. Position is open until filled.



“SCCAP is an equal opportunity provider and employer.”
(800) 377-1363 (voice) • (800) 377-3529 (TTY, ASCII)