



CITY OF LAKE OSWEGO
invites applications for the position of:

Client Services Coordinator

SALARY:	\$23.59 - \$30.13 Hourly
DEPARTMENT:	Parks and Recreation
DIVISION:	Adult Community Center
OPENING DATE:	05/18/22
CLOSING DATE:	07/01/22 05:00 PM
THE POSITION:	

The City of Lake Oswego is seeking a dynamic and customer service oriented person to serve as Client Services Coordinator at the Adult Community Center. This is a Regular status, part-time position and is represented by the Lake Oswego Municipal Employees' Association/ American Federation of State, County and Municipal Employees (AFSCME).

This position is part-time and expected to work 32 hours per week. Hours are Monday, Wednesday, Friday from 8:00 a.m. – 3:30 p.m. and Tuesday and Thursday from 8:00 a.m. – 2:00 p.m.

KEY RESPONSIBILITIES:

1. Provide older adults and their families with information, assistance and referral to community resources and services.
2. Perform case management functions, including outreach, geriatric assessment, individual and family consultations.
3. Ensure appropriate and timely data collection, recording, and reporting of services mandated by County contract.
4. Oversee low income assistance programs for local residents, including Care Share and Emergency Assistance.
5. Act as back-up to Program Supervisor and other Client Service Coordinator during absence from the Center.
6. Oversees activities of monthly support groups to ensure continuous operations.
7. Oversee Senior Companions Program and supervise volunteers.
8. Performs other duties of a similar nature or level.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Successful candidates will have at least one year of related experience or any equivalent combination of education and experience to successfully perform the duties of the position. Including knowledge of gerontology and special needs of seniors. Candidates must be able to communicate with the public and City employees in a clear, tactful and courteous manner.

Desired candidates will be proficient with Microsoft Word, Excel and Outlook; skilled in data entry and web page maintenance; able to use general office equipment and accurately type and

proof documents in a timely manner. This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net wages (i.e., Direct Deposit or PayCard).

For a complete list of the essential duties, knowledge, skills and abilities required, and physical and mental demands please review the complete job description at www.ci.oswego.or.us.

SUPPLEMENTAL INFORMATION:

Application Process: You may visit our web site at www.ci.oswego.or.us to access the online application process. Resumes will not be accepted in lieu of a completed job application. Applications must be submitted by: 5:00 p.m., Friday, July 1, 2022.

The City is seeking a diverse pool of applicants that can bring a variety of skills, expertise and life experience to our workplace, including those who may come from a non-traditional background. The City will consider any equivalent combination of knowledge, skills, education and experience that meet the minimum experience qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. If you need modification of the selection process in order to accommodate a disability, please make your request in writing at hr@lakeoswego.city and submit it before the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.oswego.or.us/>

Position #2022-06-1056
CLIENT SERVICES COORDINATOR
JW

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