



Years of  
Community Action

CENTRAL WISCONSIN

# Community Action Council

Empowering People. Strengthening Communities.  
Building a Better Tomorrow.



## WE'RE HIRING! SSO Program Coordinator

*Be the connection.  
Make a difference.*

- Full-Time Position** (40 hrs per week)
- Wage Scale:** \$18.00 – \$25.00 per hour

### AT A GLANCE

- WORK LOCATION**  
Columbia County  
203 De Witt St  
Portage, WI 53901
- SCHEDULE**  
Mon-Fri  
39-40 hours
- EDUCATION**  
Bachelor's degree and  
two years' work  
experience preferred
- REQUIRES**  
Own vehicle with  
insurance for job  
related travel

### QUALIFICATIONS

- Bachelor's degree and two years' work experience preferred
- Knowledge of low-income community needs and available resources
- Working knowledge of computers (Internet, Word, Excel, databases)
- Willing to learn and utilize multiple database systems
- Excellent communication, organizational and judgment skills with the ability to maintain confidentiality
- Ability to work independently and collaboratively with staff and the public
- Detail oriented; able to keep accurate records and precise reports
- Case Management experience a plus
- Requires own vehicle with insurance for job related travel

### ABOUT THE ROLE

- Serve as the Coordinated Entry expert in the Local Homeless Coalition.
- Coordinate intake, assessment, referrals, and information flow across the homeless services system.
- Run HMIS reports, ensure staff training, agency compliance, outreach, marketing, and policy adherence.
- Lead case conferencing and ensure access to emergency services and after-hours support.

**Make a meaningful impact every day by helping individuals and families access the services and support they need.**

### COMPETITIVE BENEFITS

**INSURANCE**  
Health, Dental, Vision,  
Life, Disability

**LEAVE & HOLIDAYS**  
Vacation,  
Paid Holidays

**RETIREMENT & FINANCIAL**  
401K Plan, Flexible Spending  
Accounts (Dependent & Medical)

### ABOUT US

For 60 years, Central Wisconsin Community Action Council has been dedicated to empowering people, strengthening families, and building stronger communities. Join a mission-driven team that makes a difference!

*Together, we can  
create change.*

### HOW TO APPLY

- Mail resume to:**  
Fred Hebert  
PO Box 430  
Wisconsin Dells, WI 53965
- Email resume to:**  
donna@cwcac.org
- Fax resume to:**  
608-254-4327

### EMPLOYER

**CENTRAL WI COMMUNITY ACTION COUNCIL**  
1000 State Hwy 13  
PO Box 430  
Wisconsin Dells, WI 53965

### WORK SITE

Columbia County  
203 De Witt St  
Portage, WI 53901