

## **Wayne Housing Programs Coordinator**

Department: Housing Programs

Reports to: Director of Housing Programs

Employment Status Classification: Full time, Salary

### **Job Description Summary:**

The Wayne Housing Programs Coordinator is responsible for overseeing the day-to-day operations of the out-Wayne HUD-funded Permanent Supportive Housing (PSH) programs. This position requires the ability to network and form relationships with landlords, mental health providers and other stakeholders. This position also requires thorough knowledge of HUD/CoC/program/agency policies, procedures, rules and regulations and the ability to make decisions independently using this knowledge and experience.

### **Essential Functions:**

- Complete intakes with persons referred via the CoC's Coordinated Entry process; follow applicants to ensure that decisions to approve/deny are made within 30 days of intake
- For persons approved to the program, assist the participants with finding appropriate housing and coordinate with landlords to lease persons within 30 days of acceptance
- Provide housing-related case management services to all participants at a frequency determined by the individuals PP's needs and grant requirements
- Once annually, according to the schedule established by the department, recertify all program participants for continued assistance
- Manage the move process for all participants, as needed; ensure that all "required" moves occur by deadline
- Conduct move-in and move-out inspections for all units; receive and reconcile "itemized lists of damages" associated with security deposits paid by the program
- Process Change of Income notifications submitted by program participants
- Represent CHN/the department at community events such as resource fairs and landlord networking events
- Ensure that every participant has a Case Plan and Action Steps toward the required program goals (see HP Establishing Housing-Related Goals Workflow)
- Resolve "audit findings" by task deadline
- Complete data entry in HMIS/ServicePoint as required by Job Aids and Workflows
- Submit participant utility bills to the PA in a timely manner for processing
- Ensure that information in the HUD Access Database is current for all PPs on caseload
- Ensure that all appropriate Authorizations for Release of Information forms are obtained, as needed
- At the direction of the Development Department, assist with the Adopt-a-Family Program process as it relates to PPs

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- Foster collaborative relationships with stakeholders to include program participants, their natural supports, service providers and landlords
  - Receive and respond in a timely and appropriate manner to communications from these sources; delegate appropriately and collaborate with team members to resolve any reported/identified issues.
- Track participants who are in the process of receiving a voucher for housing subsidy(Moving Up; Housing Choice, etc.) and coordinate with the CoC and/or MSHDA Agents, as needed
- Keep participant records current
- Provide data reports to the DHP, as requested
- Document all participant case updates within 24 hours
- Other duties as assigned

**Qualifications/Requirements:**

- Must have a Bachelor’s Degree in Social Work, Human Services or a similar field.
- Must have at least 2 years’ experience working with consumers of mental health services.
- Experience working with people who are homeless is preferred.
- Knowledge of Housing Quality Standards is preferred.
- Must be computer proficient.
- Must have the ability to travel to off-site locations with appropriate auto insurance in place.
- Must be willing to conduct work in the community, including in the homes of program participants.
- Must have the ability to be a personal representative of CHN’s Core Values: Inclusion, Integrity, Innovation, and Passion.
- Must complete regular trainings required by CHN/funders including, but not limited to: Recipient Rights, CPR/First Aid, Cultural Competence, Fair Housing, ESL, and HMIS Privacy.

**Physical Demands:**

This position does not make any significant physical demands beyond the need for travel.

To apply for this position OPEN HERE:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&jobId=97167&lang=en\\_US&source=CC2&ccId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&jobId=97167&lang=en_US&source=CC2&ccId=19000101_000001)