



HOUSING RESOURCE COMMUNITY COORDINATOR

Department: Community Programs

Reports to: Community Programs Manager

Employment Status Classification: Full Time Salary

Job Description Summary:

To provide assessment to determine eligibility for potential program participants in the Rapid Re-Housing grants. The individual will work with identified candidates through the assessment process and if eligible, will also provide housing case management and short term rental assistance while working with the family to develop a long term housing plan, utilizing bridges to long term programs and working with the family to increase self-sufficiency. This position has an active role in responsibilities related to the coordinated system of delivery and working in collaboration with community partners and members of the Continuum of Care (CoC) to ensure quality service delivery.

Essential Functions:

Meet face to face with potential program participants in the community that have been screened by the Housing Resource Center to determine eligibility for grant funded services by assessment within two business days of received screening. Determine eligibility and review documentation in order to provide financial assistance as applicable and available to program participants. Document all contacts and produce appropriate reports.

Research and expand database capability of resources available to the delivery system. Participate in community-based outreach activities when appropriate such as Oakland County Jail, PIT Count, Community Resource Day, HOPE Shelter, and COC activities which may include some evening and/or weekend outreach.

Provide housing case management services to address the needs of those who meet program eligibility through assessment. This includes strength-based case management, development of an individualized housing plan, utilizing collaboration between the program participant and Housing Resource Community Coordinator.

Arranging, coordinating, linking and monitoring the delivery services that assist participants in obtaining and sustaining housing stability. Enter all program participants as well as screened/assessed households within the HMIS system.

August 2018



Development of an individualized housing plan for each program participant, with continued monitoring of participant's progress towards goals, focusing on the strengths of the individual and / or household and building upon them to develop a plan to move forward. Maintain documentation in both an electronic and paper record while adhering to all confidentiality and privacy standards.

Housing search and placement activities to assist program participants in locating, obtaining, and retaining housing. Work with potential long term housing programs as needed to provide "bridging" to other programs for program participants that may need longer term housing options. This includes referrals to permanent supportive housing and housing vouchers.

Provide linking and referral to other necessary services to include but not limited to referrals to employment, health care, substance abuse, mental health, and related community services. Contribute to the maintenance and updates of the various databases, including a housing stock database. Track new material and assist with revisions when appropriate.

Qualifications/Requirements:

Bachelor's degree (B. A.) from four-year college or university in liberal arts or business field; and five years human services experience and/or training; or equivalent combination of education and experience.

Working knowledge of the community agencies and service delivery systems locally related to housing and other services is essential. Must possess proficient computer skills, the ability to be well-organized, pro-active and self-directed. Must also be attentive to details and able to multi-task in a fast-paced environment.

Reliable transportation, possession of a valid driver's license, and maintenance of automobile insurance coverage that meets organization coverage limit requirements. (Bodily Injury \$100,000 each person and \$300,000 each occurrence and Property Damage of \$100,000 each occurrence). CHN reserves the right to require a motor vehicle record check with respect to any employee where driving is an essential function of the position.

Physical Demands:

While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, walking in the outside elements, in and out of vehicle bending, lifting and/or arranging files and office products and supplies and may require employee to periodically stand on a short step stool to access files.

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To apply for this position OPEN HERE:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&jobId=136867&lang=en_US&source=CC2&ccId=19000101_000001

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