



Job Description

Job Title: Housing Coordinator

Status: Non-Exempt, Full time

GL/WC Code: 5225/8804A AZ
 5225/8804 CA
 5225/9040 NV

Location: _____

Job Summary:

The Housing Coordinator is responsible for activities related to the housing and rehabilitation needs of clients in VRC Programs. The Housing coordinator is responsible for the day to day operation of the Transitional Housing Program, including case management and contract compliance. The Housing coordinator reports to the VRC Site Director on matters of facilities and food services. This position reports directly to the Site Director.

Job Duties:

1. Establish a comprehensive intake and orientation process to determine program eligibility assess unmet needs, and integrate enrollees into their personal rehabilitation program with the Center. Welcome new residents to the dormitory and conduct an orientation to accommodations, policies, procedures, and specific program requirements. Receives initial referrals from HVRP Case Manager, and ensures all in-processing client documentation and waivers are completed and signed immediately upon intake to the program.
2. Conduct and document an inventory of all personal items for all incoming and exiting clients. Maintain updated inventory records as needed to minimize areas of disagreements between clients when exiting the program.
3. Working with the client and their case manager, develops and maintains an evolving Individual Service Plan (ISP) that ensures full client participation in all outlined activities. Periodically present the proposed plan and the client's progress at the Client Review Team (CRT). Assist the HVRP Case Managers in entering client data into the VVC database and individual client files. Responsible for maintaining the client data in the HUD Annual Progress Report (APR) and the Homeless Management Information System (HMIS). Insure compliance with other contracts.

Initial _____

Date _____

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4. Assist clients in completing their monthly program fee calculation worksheet. Verify income and expenditure data and collect fees in the form of money orders. Verify and ensure that the client accumulates and maintains the mandatory savings balance that will be needed for permanent housing move-in expenses.
5. Monitor residents for nutritional, safety and rule compliance issues. In coordination with the food services coordinator, requisition food supplies through the food vendor contract. Coordinates with the Program Support Specialist on purchases of other food, non-food, and incidental program items from other sources.
6. Monitor condition of the facilities and furnishings in the women's program to ensure health and safety of clients, and submit needed repair/replacement requests to Center management for further action. Make service appointments and monitor when contractors are performing approved repairs.
7. Work closely with the Center's drug and alcohol program. Conduct random and with-cause drug/alcohol testing of residents. Review results for program compliance and possible changes in the ISP. Maintain documentation of all client medications and closely monitor client's prescribed usage.
8. Schedule and conduct regular house meetings. Provide a written summary of such meetings to each unit for posting within 72 hours of the meeting. Coordinate and conduct a life skills program that enhances the quality of the program and the individual clients' success and well-being.
9. Respond to program emergency situations on a 24-hour, 7-day basis, and taking alternative time off when required. Mediate resident disputes and develop an appropriate disciplinary/corrective action plan when needed.
10. Maintain client files and records, the policy and procedures file, and submit reports as requested. Assure strictest client confidentiality is maintained.
11. Transport clients as needed in agency-owned vehicle.
12. Coordinate activities with the VA Liaison for the VA Special Needs Grants. Track progress of VASN clients, and insure compliance with grant requirements.
13. Conduct extensive outreach and orientation to other agencies and provider networks to assist in identifying appropriate candidates for Center programs.
14. Other duties as assigned by supervisor.

Required Job Skills:

1. Ability to work with diverse people including those with physical and mental health disabilities and/or addiction and recovery issues.
2. Ability to assess eligibility, needs, and barriers facing homeless clients.
3. Exceptional people skills and the ability to maintain a positive disposition in performing all aspects of the job. Ability to work with a diverse group of clients in varying stages of recovery from PTSD, addictions, mental illness, homelessness, etc.
4. Excellent verbal and written communication skills. Ability to convey information in a written format that is accurate in grammar, spelling, and punctuation.
5. Ability to organize and interpret data, maintain financial records and other information related to clients and programs.
6. Ability to work independently with minimal supervision.
7. Ability to overcome potential obstacles to any emergency situation that might require immediate response. (i.e., have stand-by child-care arrangements)

Initial _____

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2016 VERSION

8. Intermediate computer skills to include MS Word and Excel.

Qualifications:

Must have two years experience in case management within homeless and/or veterans programs. Bachelors Degree with relevant college coursework required. Knowledge of local housing and supportive services, and familiarity with individual program entry criteria. Applicant must have reliable transportation. Veteran status desirable.

Offering:

Full-time, Non-Exempt position with flexible scheduling; Comprehensive benefits.

Initial _____
Date _____

2016 VERSION