

Housing Coordinator

Job Description

Title:	Housing Coordinator
Reports to:	Housing and Advocacy Services Director
FLSA Status:	Non-exempt
Wages:	\$21.63/hr
Job Type:	Full Time
Location:	North County Office (Escondido)

Summary: Under the direction of the Housing and Advocacy Services Director, the Housing Coordinator position is responsible for client assessments, advocacy services, and arranging supportive services for clients in housing first program. Implements best-practice service standards, and establishes and maintains mutually beneficial relationships with community partners. Ensures compliance with agency and contract requirements and produces required reports. Creates and maintains a strong network of collaborative partners that offer services to benefit clients, particularly housing-related services providers and housing providers/property managers.

Essential Functions:

- Provide initial and ongoing assessments to determine eligibility for housing programs. Provide crisis intervention, safety planning, supportive information/referrals, and education regarding the dynamics of intimate violence, sexual assault, and stalking.
- Conduct needs assessment with clients and provide an overview of available services and make referrals for counseling, legal assistance, medical services, transportation, childcare, food and clothing banks, financial aid, housing programs, and other resources as needed.
- Develop Self-Sufficiency Plan in collaboration with client. Work with client to determine progress on goal plans through regular meetings. Conduct risk assessment for clients as needed.
- Maintain professional relationships with clients to create an atmosphere of empowerment, empathy, safety, and support. Maintain positive and professional relationships with CCS staff and volunteers, community service providers, community partners, and law enforcement personnel.
- Maintain the highest levels of accuracy in record-keeping and reporting, ensuring that all client files and documentation are complete and up-to-date and submitted to supervisor as directed.
- Accurately document hours worked using designated electronic timekeeping program, and submit electronic time cards and personnel and departmental paperwork according to agency standards.
- Provide training to staff, volunteers, and community partners on sexual assault, intimate partner violence, and stalking, including the intersection of violence and housing.
- Maintain client confidentiality and adhere to agency policies and protocols related to the security of electronic client service records.
- Other duties as assigned

Job Requirements:**Education:**

- Bachelor's degree in social work, counseling, criminal justice, public health, or equivalent combination of education and related experience.

Experience:

- Minimum two years of direct services experience with intimate partner violence, sexual assault, housing programs, child abuse issues, family violence intervention, and/or crisis intervention.

Preferred Experience:

- Bilingual/Multilingual fluency in one or more languages (oral and written)
- Experience with developing and enhancing community collaborations.
- Knowledge of residential housing resources and systems

Core Competencies:

- Complete California State-approved Domestic Violence and Sexual Assault Crisis Intervention Training, complete a minimum of 12 hours of ongoing training per year as required (or must complete upon hiring)
- Adaptability and flexibility while working in a dynamic work environment
- Strong interpersonal and communication skills, including conflict resolution skills
- Strong computer skills, demonstrated proficiency in MS Office programs
- Must demonstrate an acceptance and respect for cultural diversity in all its forms, including ethnicities, sexual orientations, abilities, genders, and religious backgrounds

Working Environment:

Must maintain personal cell phone for work-related purposes. Ability to work in intimate partner violence, sexual assault, and stalking fields. Ability to work with clients in a variety of settings including personal homes, and/or public settings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20lbs.

Travel:

Minimum of 70% travel (within San Diego County) required. Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance required.

Work Hours:

Generally, 8:30am to 5:30pm with some nights and weekends hours. Must have availability to attend required trainings and team meetings, and provide client services.

To Apply: Please email your resume and cover letter to Jenna Jones at JJones@ccssd.org