

JOB DESCRIPTION: HOUSING COORDINATOR

DEPARTMENT: Service **SALARY LEVEL:** Full-time, salary to be negotiated
SUPERVISOR'S TITLE: Deputy Director non-exempt position
PREPARED BY: Executive Director **DATE:** 06/19/2018
APPROVED BY: Board of Directors

DEFINITION

Under the direction of the supervisor named above and in cooperation with other members of FREED's service team, the Housing Coordinator will carry out duties in support of FREED's housing supportive services including provision of individual advocacy, enhanced information and assistance, peer support, personal assistant referrals, independent living skills training, benefits counseling, and systems advocacy service. The Housing Coordinator will provide housing coordination services including one-on-one housing coordination and advocacy; community education through workshops, housing related peer support groups, and will connect individuals to financial assistance for obtaining or maintaining housing. Coordinates all components of services related to FREED's participation in housing/homeless specific services including but not limited to collaborating with county, state, and local partners; attending trainings and meetings related to grants and coordinated activities, maintaining data, and representing FREED at Continuum of Care meetings. The Housing Coordinator works actively to increase housing opportunities for people with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Become familiar with all aspects of the FREED program in order to assist consumers in understanding their level of independence on a continuum as well as their service needs.
- Provide information, support and training to assist consumers in achieving stated housing independent living goals and/or make referrals to appropriate resources and agencies.
- Obtain, evaluate, and document comprehensive information related to community based long-term care services and supports (LTSS) and develop a framework of possible options available that allow individuals to make informed choices.
- Provide enhanced information and assistance by working with the consumer to identify the individual's long and short term needs, identifying resources to meet those needs, providing referrals to identified resources, and, where appropriate, providing warm hand-offs, and following up to ensure that a consumer's needs have been met.
- Provide housing coordination services including support for housing search, eviction prevention, housing education, independent living skills training, and advocacy. Assist individuals in developing a transition plan for housing support through available sources within the local community and the coordinated entry system. Coordinate linkage to community-based services

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including health care, behavioral health care, transportation or other appropriate services to support housing goals.

- Providing benefits counseling, advocacy, and guidance to consumers in benefit areas including Social Security, MediCal and other medical benefits, IHSS, housing programs such as Section 8, employee and other benefits programs for people with disabilities.
- Provide and coordinate peer support groups and information related to housing/ homelessness.
- Participate in outreach events, educational workshops, and resource development trainings on various community based affordable and accessible housing solutions.
- Attend county wide housing coordination meetings to participate in the Coordinated Entry System and connect with individuals who could benefit from disability specific resources to obtain/maintain housing.
- Coordinate SSI/SSDI Outreach, Access, and Recovery (SOAR) trained counselors at multiple community locations to provide support for individuals who need benefits advocacy.
- Obtain and maintain Homeless Management Information System (HMIS) license, in order to assist consumers participation in the coordinated entry list.
- Coordinating and managing direct housing financial assistance by providing hotel vouchers, rental assistance, and/or needed home modifications etc. to assist eligible consumers in obtaining stable affordable and accessible housing.
- Plan, organize and lead workshops utilizing identified curriculum to assist consumers in gaining needed skills to become educated and responsible tenants.
- Participate in coordinated activities to develop relationships with landlords that may support reducing homelessness, innovative initiatives, or renting to tenants with barriers.
- Prepare all required reports in a timely fashion.

ADDITIONAL DUTIES:

- Maintaining accurate, comprehensive and confidential case records of services requested and provided utilizing FREED's consumer service records policies and procedures, HMIS policies, and standards, indicators and assurances as required in Title VII of the Rehabilitation Act and corresponding regulations.

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- Submit all required records and reports in an accurate, legible and timely manner.
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability desired. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

EDUCATION AND/OR EXPERIENCE

High School diploma, or GED, and three (3) years experience providing services to people with disabilities and individuals experiencing homelessness.

SKILLS

Ability to communicate clearly with consumers.
Ability to read, analyze and interpret written materials appropriate for the delivery of consumer services. Ability to respond to inquiries from consumers, their families, staff, local organizations as well as the general public. Ability to write and deliver speeches. Ability to effectively present information to consumers and their families, staff, and public groups. Ability to coordinate groups of service providers across organizations. Ability to prepare written reports, letters and press releases. Strong computer skills including Internet. Familiarity with services and supports that can assist with housing needs in Nevada County.

STRESS LEVEL

High. This person is frequently expected to think clearly in emergencies, triage situations and complete work with deadlines.

OTHER SKILLS AND ABILITIES

Ability to visit consumers in the community or a location of their choosing. Understand and convey the concepts of independent living. Ability to exercise initiative, ingenuity and sound judgment in providing consumer services and participating in community education, advocacy or awareness projects. Ability to work effectively with community resource agencies and/or staff.

Bilingual in Spanish and English desirable. Knowledge of ASL desirable.

Ability to become conversant in the Olmstead Decision, Americans with Disabilities Act, and Fair Housing Act.

WORK ENVIRONMENT

The noise level of the office working conditions is low to moderate.
Mostly indoors, occasionally outdoors.
Moderate amount of travel: local and regional.
FREED is a fragrance-free work environment.

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EQUAL OPPORTUNITY EMPLOYER

FREED is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. FREED is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

BACKGROUND CHECK

FREED strives to provide a safe environment for staff, consumers, and volunteers. To support this environment and comply with applicable laws and regulations, FREED conducts background checks. The type of background check conducted may vary by position and can include, but is not limited to, criminal (felony and misdemeanor) history, and sex offender registry. Successful applicants will have no felony criminal history. Non-felony offenses may also result in disqualification for employment.

Signed:

Employee

Date

Supervisor

Date