



Job Title: Housing Coordinator

Date Prepared: December 28, 2018

Reports To: Director of Resident and Counseling Services

Status: Full-Time, Salaried

Summary:

The Housing Coordinator works with residents and staff to ensure residents obtain appropriate and affordable long-term housing.

Qualifications:

1. Ministry:
 - a. Willingness to embrace the Hope Ministries Grace Model.
 - b. Personal commitment to living according to the standard of Christlikeness.
 - c. Personal commitment to living in an authentic Christian community outside of Hope.
 - d. A passion for helping people find safe and stable housing.
2. Education:
 - a. Bachelor's Degree is preferred.
3. Experience and Abilities:
 - a. Ability to build trusting relationships with Hope residents.
 - b. Ability to work collaboratively as part of a care team including staff and volunteers.
 - c. Strong administrative skills and attention to detail.
 - d. Proficiency in Microsoft Excel
 - e. Strong networking skills.
 - f. Understanding of people struggling with poverty and/or homelessness (preferred, not required).
 - g. Understanding of the effects of trauma and ability to provide trauma informed care (preferred, not required).
 - h. Understanding of housing requirements for public and private housing, and the potential barriers to obtaining housing (preferred, not required).
 - i. Knowledge of local affordable housing providers (preferred, not required).

Duties:

1. Work with residents and case managers to develop housing plans for residents.
 - a. Review intakes conducted by Stability Coach.
 - b. Work with resident and case manager to identify the best housing options for resident.
2. Coordinate staff efforts to help residents meet the requirements of their housing plan.
 - a. Work with residents to complete and submit housing applications.

Job Title: Director of Housing

Page 2

- b. Track progress of housing plans, and work with other staff to ensure all items are completed on time.
- 3. Community Based Housing:
 - a. Support churches in their efforts to develop and operate Community Based Housing.
 - b. Identify and help match potential tenants with Community Based Housing opportunities.
 - c. Serve as liaison between Hope staff, residents and churches over several months before residents move into Community Based Housing.
- 4. Teach Housing 101 (1 class session, 1.5 hours) as part of core class curriculum with residents

This position starts on or after February 1, 2019.

To apply for this position, please submit your resume to David Vanderveen.

dvanderveen@hopesb.org