



Job Title: Housing Coordinator

Date Prepared: December 27, 2021

Reports To: Director of Resident and Counseling Services

Status: Full-Time, Salaried

Summary:

The Housing Coordinator works closely with the Stability Coordinator and other staff to help residents build and maintain stability in areas including housing, transportation, employment and financial management.

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 achieve stability in all areas of their lives.
2. Education:
 - a. Post-secondary 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, including spreadsheet and document creation, and attention to detail.
 - d. Understanding of people struggling with poverty and/or homelessness (preferred, not required).
 - e. Understanding of the effects of trauma and ability to provide trauma informed care (preferred, not required).
 - f. Knowledge of local social service resources (preferred, not required)
 - g. Knowledge of local affordable housing providers (preferred, not required).
 - h. Understanding of housing requirements for public and private housing, and the potential barriers to obtaining housing (preferred not required).
 - i. Ability to work four weekends per year and one holiday weekend every two years.
 - j. A valid driver's license and ability to qualify for Hope's insurance coverage.

Duties:

1. Work with residents and case managers to develop housing plans for residents.
 - a. Review intakes conducted by Stability Coordinator.
 - 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.
 - b. Track progress of housing plans, and work with other staff to ensure all items are completed on time.
3. Transport residents to stability-related appointments, including, but not limited to: housing, medical, educational and legal
4. Coordinated Entry and Permanent Supportive Housing for Hope Residents.
 - a. Identify residents with high stability barriers, input data in HMIS system, and run SPDAT scoring/updating on regular basis
 - b. Network with other housing providers by attending Permanent Supportive Housing meetings when possible.
5. 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.
6. Teach Housing 101 (1 class session, 1.5 hours) as part of core class curriculum with residents.
7. High Impact Volunteer involvement:
 - a. Work closely with the Volunteer Coordinator as needed
 - b. Help identify High Impact volunteers/meet with them or refer to Bridge of Hope
 - c. Develop an orientation/training program
 - d. Identify individual needs of residents
 - e. Help connect volunteers with residents accordingly
8. Coordinate and support resident move-outs.
9. Support Resident Support Team through other duties as assigned.