

Homeless Solutions Program Coordinator

POSITION SUMMARY (Short summary of the essential purpose of the job)

This position provides specific program services such as referrals for permanent housing, housing counseling, credit counseling, case work, home visits and outreach. The Individual must provide quality client social services in accordance with the standards, values, ethics, and mission of the Agency and abide by the established program policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Duties that occupy a major portion of time and importance in the job)

- Maintain regular contact with families to provide ongoing services for a specific caseload up to one year
- Complete intake/assessment to determine the need for setting service goals
- Develops individual service plan (ISP) with short and long-term goals
- Coordinate referrals for families to other community agencies as appropriate
- Maintain accurate records and complete necessary statistical reports as required by the program contract/grant agreement
- Establish community relations including acting as a liaison and attending meetings
- Enter and maintain accurate database records in HMIS or other operational database system
- Keep supervisor informed of case service matters that require resolution
- Participate in all required agency meetings and trainings
- On-call rotating flexible schedule
- Conduct home visits and provide case management services
- Provide families with referrals for permanent housing, credit counseling and other supportive services
- Provide advocacy for families and assist with applying for benefits
- Assist families with developing a concrete financial plan
- Provide referrals for education, employment, and needed support services to help families maintain stability
- Perform all other duties as assigned.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED (Minimum education and experience needed to perform the job adequately)

- Bachelor's degree in social work, Human Services or a related discipline required.
- Masters in Social Work preferred.
- At least three years of related work experience.
- Excellent interpersonal and verbal and written skills to include the ability to interact effectively and professionally with staff, community agency representatives, program participants and others.
- Demonstrated ability to maintain confidentiality and demonstrate tact and diplomacy in dealing with confidential matters pertaining to special needs clients and their families.
- Ability to use effective problem-solving techniques.
- Attention to detail; record keeping skills; ability to meet deadlines while working under pressure.

- Demonstrated cultural competence and cultural responsiveness.
- Computer proficiency including experience using MS Office applications.

Job Type: Full-time

Salary: \$17.00 - \$24.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

COVID-19 considerations:

All staff and customers are required to wear masks. Facilities are routinely cleaned.

Education:

- Bachelor's (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: In person

Please send resumes to Deborah Terry at dterry@ucappgc.org