



Stand Up Placer, Inc. – Job Description

Position: Housing Coordinator
Reports To: Housing Supervisor
Location: Stand Up Placer Administrative Offices and Service Offices
Job Status: Non-Exempt 40 Hour at \$17/hour

ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of domestic violence, sexual assault and human trafficking and their non-offending family members. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault and human trafficking.

POSITION SUMMARY

The Housing Coordinator assists survivors with resources and referrals to permanent housing options. This person is responsible for carrying a caseload of survivors of domestic violence, sexual assault, and human trafficking who are in the supportive rapid re-housing program, providing support groups and special projects. Housing Coordinator will provide supervision to Housing Advocates.

ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Assist housing clients with case management, supportive services, emergency food and clothing
- Process incoming applicants including application, interviews, orientation, and inspection
- Complete all necessary documentation for client case files
- Track client leases, supportive services, and other needs and accomplishments
- Provide weekly case management with diverse participants
- Prepare individual success plan for each housing client quarterly
- Facilitate support group two times monthly
- Assist survivors with resources and referrals to permanent housing options
- Problem solving w/ clients who may have challenges and barriers in the program
- Provide supervision and training to Housing Advocates
- Review client application documentation and database entries for program enrollments, services, and exits for completeness, accuracy, and timely entry
- Ensure Housing Advocates are following program and regulatory compliance requirements

- Assist Program Supervisor with completion of monthly, quarterly, semi-annual and annual reporting requirements

QUALIFICATIONS

- Ability to address crises and solve problems effectively
- Ability to work under pressure, manage and meet deadlines
- Awareness of and sensitivity to the cultures represented in Placer County
- Excellent written and oral communications skills
- Excellent organizational skills
- Working knowledge of Microsoft Office Suite
- Experience working with client database entry, preferably Apricot or HMIS
- Minimum of a 2-year combined college level education and/or work experience in human services field
- Reliable transportation, valid California driver's license, and proof of insurance
- Fingerprint clearance required
- California approved Crisis Intervention Training (post hire requirement)
- Bilingual Spanish preferred

ESSENTIAL PHYSICAL REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

DISCLAIMER STATEMENT

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

COMPENSATION AND BENEFITS

Compensation is commensurate with experience. Benefits include health insurance with flexible spending account, paid vacation, holidays, and 3% 401 K match.

TO APPLY

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter, and professional references to Marianne Nodes, at marianne@standupplacer.org with Housing Coordinator in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at www.standupplacer.org

Acknowledgement

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

Employee Signature

Date

Manager's Signature

Date