**REDWOOD COMMUNITY ACTION AGENCY**

**Community Services Division / Adult Services**

**JOB ANNOUNCEMENT**

**JOB TITLE: HOUSING COORDINATOR**

**STATUS: Fulltime / 40 hours weekly**

**COMPENSATION: $13.25 hour plus full benefit package**

**AVAILABLE: Immediately**

**DEADLINE: October 9, 2015 by noon**

**APPLICATION PROCESS:**

***Required* employment applications and instructions for submitting your application materials are available on our website at** [**www.rcaa.org**](http://www.rcaa.org) **or stop by RCAA 904 G Street, Eureka.**

**PLEASE NOTE: Late applications, incomplete applications or resumes without applications will not be considered. Cover letters and resumes with your application are encouraged.**

**POSITION PURPOSE**

Under the general direction of the Community Services Division Director, and the direct supervision of the Deputy Director or their designee, the Housing Coordinator is responsible for providing direct services and support to clients and assist them in obtaining permanent housing in their chosen community in Humboldt County. The Housing Coordinator provides individual housing assessments, identifies housing barriers, develops client-centered housing goals/plans and facilitates weekly team meetings with clients and their providers. The Housing Coordinator will develop rapport with local landlords and property managers, assist clients in viewing and applying for available units and coordinate with Humboldt County DHHS for individual housing funds. The Coordinator will maintain client’s housing documents and track progress with housing goals.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provide direct service, support and assessments to individual clients related to obtaining employment, housing, and/or furthering their education.
* Advocate for, teach and provide clients with adequate community resources to achieve their housing, employment and/or educational goals; while working collaboratively with outside agencies to assist clients to achieve this goal within their chosen communities.
* Work with clients and their providers to identify individual housing barriers and develop/track individual Housing Action Plans and goals to assist clients in obtaining permanent housing.
* Adhere to protocols regarding a Rapid Rehousing model for clients, supporting them from Day 1 to Day 30, as they work towards obtaining housing within 30 days.
* Facilitate weekly Housing Action Plan team meetings with individual clients and their providers and meet with clients individually as needed to support them in achieving their housing related goals and tasks (filling out applications, providing transportation to community resources, making phone calls, obtaining references, etc.).
* Provide written and oral communication and develop professional rapport with prospective landlords and property managers about the Rapid Rehousing model and the supplemental housing funds that are attached to Clientele; and the services and support that will continue to follow clients after they have been re-housed.
* Develop and facilitate workshops and groups related to independent living; and obtaining and maintaining housing.
* Build rapport and relationships with clients, and provide role modeling through teaching opportunities, positive reinforcement and behavioral interventions.
* Adhere to state/federal HIPPA and confidentiality laws/practices to protect client confidentiality and safety.
* Participate in staff trainings, meetings and in-service opportunities as directed.
* Participate in reporting and database management tasks as assigned.
* Perform job-related errands and tasks in the community; and other duties as assigned.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Rapid Re-Housing and Permanent Supportive Housing models that serve homeless or low-income individuals, and people with disabilities.
* Effective methods of Social Work focusing on the issues of chronic homelessness, mental illness, trauma, addiction, treatment, recovery and harm reduction strategies.
* Local community resources and services in relationship to client needs; low-income housing, Section-8 process and vouchers, Housing Authority services, prospective landlords/property managers, local utility companies and service animal policies related to housing in local communities.
* General knowledge of mental health diagnoses and therapeutic interventions, targeted to support individuals challenged with mental health symptoms and behaviors.
* De-escalation techniques, least restrictive interventions, behavioral modification strategies and positive reinforcement skills.
* Motivational interviewing techniques and theories, and creative ways of engaging individuals with maladaptive behaviors and poor coping skills.
* Service models that support individuals with a wide variety of complicated housing barriers, challenges to building natural supports and accessing services.
* Networked computers; Microsoft Office Word, Excel and Outlook Email programs.
* Group dynamics and facilitation. Staff development and community building.

Ability To:

* Work effectively under pressure with an ability to manage multiple client needs and multi-tasking priorities
* Work independently and with minimal supervision.
* Work well in a team approach and collaborate effectively with other agencies and providers.
* Build therapeutic rapport with individuals of various cultures, ethnicities, viewpoints, life experiences, socioeconomic status and methods of communication.
* Establish and maintain cooperative and effective relationships with agency staff, funding source representatives, landlords, property managers, and the local service provider sector.
* Communicate effectively in written, electronic and oral forms.
* Read, write, speak, and understand the English language.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
* Must be able to work flexible hours that may include evenings, weekends and holidays.

**MINIMUM QUALIFICATIONS**

* BA degree in Social Work, Sociology, Psychology or related field (equivalent experience may be substituted for education on a year-for-year basis)
* At least one (1) year experience working with individuals and/or families in a residential setting/facility, drop-in center; or social service program serving the homeless, mentally ill and/or other low-income populations is required.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job related duties with personal and/or agency vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Valid First Aid and CPR certification or willingness/ability to become certified.
* Personal telephone or other effective means of communication.
* Must be able to adhere to mandatory overtime policy, given staffing ratios and programmatic needs.

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively.
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form.
* Sufficient manual dexterity to enable the employee to operate a personal computer, fax machine/copier, telephone, and other related equipment.
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***