

Coalition for the Homeless

Title:	Housing Stabilization Coordinator
Summary:	This position will work one-on-one with clients requiring housing relocation and housing stabilization services. The Housing Stabilization Coordinator will also perform community outreach to realtors, landlords, housing developers and other service providers in order to build strong relationships and identify new and existing opportunities to better assist clients in accessing resources, employment, supportive services, and housing opportunities.
Reports to:	Manager of Coordinated Entry
Direct Reports:	None
Classification:	Full-time annual salary of \$35,000. This position is temporary and will end on June 30, 2021.

Duties and Responsibilities:

1. Conducts needs assessment by previewing client financial information, housing history, and service needs to determine a range of solutions for the client to consider in forming his/her/their housing search strategy.
2. Coordinates relocation and long-term stabilization services.
3. Establishes and maintains relationships with housing providers including Louisville Metro Housing Authority, other public housing authorities, Metro Louisville Community and Resiliency Services, private property management companies, landlords, realty agencies, and other local social service agencies.
4. Provides housing search and placement services, identifies housing options, assists with the housing application and interview process.
5. Establishes, updates, maintains and communicates a list of available housing opportunities.
6. Conducts assessments for compliance with industry regulations and inspection readiness.
7. Regularly communicates and attends weekly case conferencing with the Prevention/Diversion and Housing Stabilization team.
8. Negotiates with landlords, obtains utilities and makes moving arrangements when needed.
9. Maintains neat and accurate client records while keeping statistical information regarding who and how people have been served, etc.
10. Becomes familiar with current housing market information, housing trends and available resources.
11. Has knowledge of effective business/professional contact techniques.
12. Enters information into the Homeless Management Information System (HMIS) database.
13. Receives, processes and sends referrals in the Unite Us database.

14. Provides short term case management.
15. Assists with client phone calls in the call center as needed.
16. Other duties and projects as assigned.

Qualifications and Requirements:

- Bachelor's Degree in related field or comparable combination of work-related experience required;
- 2 years of non-profit, social work or related experience strongly preferred.
- Excellent interpersonal, organizational, oral and written communication and client management skills;
- Possess a strong knowledge of affordable housing programs, tenant rights and responsibilities, housing, Continuum of Care for homeless persons and social service networks;
- Understanding of government rental assistance programs and community resources;
- Prior experience with low and moderate income tenants, housing counseling, and community development is preferred;
- Experience working with vulnerable populations in multiple settings;
- Sensitivity to the social, economical, cultural, and other barriers that impact the ability of people to obtain safe and stable housing;
- Ability to understand, communicate with and effectively interact with people across different cultures;
- Familiarity with Trauma Informed Care practices in the social service setting;
- Ability to work collaboratively and to prioritize work and time;
- Ability to work in a fast paced environment with a high volume of clients;
- Computer literate proficiency in Microsoft Windows (Word, Excel, & Access) and Google Suite;
- Must be willing to consent to a background check;
- Must have reliable transportation to and from work and the ability to meet insurance requirements.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, identity or expression, sexual orientation, national origin, marital status, genetics, disability, age, veteran status or any other legally protected status.