

## **SENIOR HOUSING SUPPORT COORDINATOR – ANN ARBOR – IN-PERSON**

### **Job Summary**

Our client is seeking a Housing Supports Coordinator Senior Staff whose role will lead efforts to provide comprehensive housing support services to individuals facing homelessness or housing instability. This role involves collaborating and training with housing support coordinators, ensuring the effective delivery of services, and promoting housing stability and community integration for clients. This is a community-based position.

### **Responsibilities**

#### **CLINICAL SERVICES**

- Provides individual and group clinical services to residents to create a community that supports recovery from homelessness
- Directly supports participants in their own homes
- Drives participants as needed to appointments, etc.
- Provides hands-on assistance with moving participants into housing
- Provides crisis intervention as needed
- Assists participants in developing life skills to include basic tenant rights and responsibilities to maintain the rented unit, budgeting and financial literacy support, and self-care plans
- Mediates interpersonal issues among residents
- Works directly with participants who have mental health-related issues, substance use issues, and may work with participants who have a criminal background

#### **COORDINATION**

- Provides service coordination for assigned participants as defined by a participant-centered action plan
- Assists participants in securing entitlements, recommending payee services where needed
- Assists participants with accessing community support services such as medical, mental health, substance abuse
- Works with participants and property owners to create eviction prevention plans in order to support housing permanency
- Facilitates tenant meetings, community organizing, and social activities as desired by residents

#### **ADMINISTRATIVE SUPPORTS**

- Conducts inspections, safety checks, and emergency safety plans
- Maintains clinical records and all program-specific documentation requirements
- Provides 24/7 on-call staffing for assigned housing sites (on a rotational basis)
- Completes information requested for reporting to funding sources by maintaining monthly statistical program evaluation
- Enters and maintain data into the HMIS system
- Collaborates and trains with Housing Support Coordinators
- Participates in staff meetings and required agency trainings

#### **PROGRAM ADVOCACY**

- Leads the company food pantry pick-up, gathering, storage, safety, and delivery
- Advocates with appropriate community agencies to secure needed services for assigned participants

- Serves as the agency representative when meeting with community agencies
- Coordinates services with Vocational Programs and area volunteer programs to promote productive daily activity and attaining or increasing income when necessary
- Research and recruit property owners to identify affordable housing options for individuals experiencing homelessness
- Carry out marketing and public relations work related to the projects
- Serves on general agency committees as assigned
- Managing the upkeep of a community resource list

#### **ADDITIONAL RESPONSIBILITIES**

- Driving clients
- Uphold the values, principles, and standards of the NASW Code of Ethics
- Regular and routine onsite attendance as scheduled
- All other duties as assigned

#### **Requirements**

- Bachelor's degree in social services, human services, or related field (required)
- Master's degree social services, human services, or related field (preferred)
- Minimum of 3 years of collective experience in the mental health field, substance use disorder field, and/or homeless arena (required)
- Experience in housing support services, homelessness prevention, or related fields
- ServSafe certification a plus
- Valid Driver License

#### **Perks/Benefits**

- Competitive Salary
- Health & Wellness List
- Retirement Accounts
- Paid Time Off
- Culture

We are an Equal Employment Opportunity employer. All aspects of employment are governed on the basis of merit, competence and qualifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or any other category protected by federal, state, or local law.