

Veterans Services Housing Supports Coordinator

Job description

General Description: The Housing Supports Coordinator will act as the service coordinator for twelve homeless veterans participating in transitional housing owned and/or operated by Michigan Ability Partners. This position will report directly to the Veterans Team Leader.

Typical Duties:

1. Perform outreach and engagement to homeless veterans to identify potential residents and screen candidates in order to ensure full utilization of the resource.
2. Provide service coordination for assigned participants as defined by a client centered action plan.
3. Provide individual and group clinical services to residents with the aim of creating a community that supports recovery from homelessness.
4. Plan, coordinate and facilitate participant meetings, community organizing activities and social activities as desired by veterans.
5. Provide or facilitate transportation to and from VA medical appointments, or other transportation as needed utilizing MAP owned vehicles or private vehicles.
6. Provide move-in assistance, housing search assistance and move-out assistance for veterans in transitional housing programs.
7. Perform life skills assessment and provide education and/or referral if necessary.
8. Identify, assess, select, develop and maintain referral partnerships with local service agencies to effectively assist participants with short and long-term goals.
9. Assist participants to secure entitlements, recommending payee services where needed.
10. Advocate with appropriate area agencies to secure needed services for assigned participants and coordinate blended action plans.
11. Serve as the agency representative when meeting with area agencies including the Community Housing Prioritization (CHP Committee).
12. Increase agency visibility and recruit potential donors and volunteers by establishing relationships with veterans' service organizations and other community members/partners.
13. Maintain clinical records, VA paperwork, housing voucher paperwork, and statistical program evaluation.
14. Maintain HMIS records.
15. Complete information requested for reporting for funding sources.
16. Mediate interpersonal issues among residents.
17. Carry out marketing and public relations work related to the projects.
18. Participate on 24/7 on-call rotation for all MAP housing.
19. In cooperation with Michigan Ability Partners conducts inspections, safety checks and emergency safety plans and fire drills per VA GPD Bridge Housing requirements.
20. Maintain relationships with landlords in the community.
21. Perform other duties as assigned by the Team Leader and CEO

Qualifications: Ability to work as part of a team; experience homelessness and working with people with disabilities; experience working with veterans; Bachelor's Degree in human/social/health services required. Must uphold the values, principles and standards of the NASW Code of Ethics. Must have a valid Michigan Driver's License and ability to lift 25-30 pounds.

Job Type: Full-time

Pay: \$36,000.00 - \$39,000.00 per year