**Michigan Ability Partners (MAP) is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups.**

**Title:** Housing Supports Coordinator

**Program:** Housing Supports Team

**General Description:** The Housing Supports Coordinator will act as the service coordinator for participants in the MAP HUD CoC permanent supportive housing projects owned and/or operated by MAP. This position will report directly to the Clinical and Administrative Housing Supports Team Leaders.

**Typical Duties:**

1. Provide service coordination for assigned participants as defined by a participant centered action plan.
2. Provide individual and group clinical services to residents with the aim of creating a community that supports recovery from homelessness.
3. Assist participants to secure entitlements, recommending payee services where needed.
4. Advocate with appropriate community agencies to secure needed services for assigned participants.
5. Serve as the agency representative when meeting with community agencies.
6. Coordinate services with Vocational Programs and area volunteer programs to promote productive daily activity and attaining or increasing income when necessary.
7. Assist participants in developing life skills to include basic tenant rights and responsibilities to maintain rented unit, budgeting and financial literacy support, and self-care plans.
8. Assist participants with accessing community support services such as medical, mental health, substance abuse.
9. Work with participants and property owners to create eviction prevention plans in order to support housing permanency.
10. Mediate interpersonal issues among residents.
11. Provide 24/7 on-call staffing for assigned housing sites (on a rotational basis)
12. Provide crisis intervention as needed.
13. Research and recruit property owners to identify affordable housing options for individuals experiencing homelessness.
14. Maintain clinical records and all program specific documentation requirements.
15. Complete information requested for reporting to funding sources by maintaining monthly statistical program evaluation.
16. Serve on general agency committees as assigned.
17. Carry out marketing and public relations work related to the projects.
18. Facilitate tenant meetings, community organizing and social activities as desired by residents.
19. Conduct inspections, safety checks and emergency safety plans.
20. Enter and maintain data into HMIS system.
21. Participate in staff meetings and required agency trainings.

**Qualifications:** Bachelor’s or Master’s degree in Social Services, Human Services or related field and experience working with persons experiencing the following: chemical dependency, homelessness, and psychiatric disabilities. Must uphold the values, principles and standards of the NASW Code of Ethics. Must have a valid driver’s license. Must be able to lift up to 25 pounds, bend, sit and walk for extended periods. Must be able to work 40 hours per week.

**Salary:** $42,000-$46,000 Annual Salary- Excellent comprehensive benefit package

**Status:** Full Time Position