

POSITION	HOUSING SUPPORTS COORDINATOR		
FLSA STATUS	EXEMPT	STATUS	FULL-TIME

## ABOUT US

Michigan Ability Partners (MAP) is an inclusive, collaborative non-profit organization that has been creating opportunities for persons with disabilities since 1985, we are celebrating our 40th anniversary by serving the local communities by providing excellent services to the disadvantaged members needing housing, employment and financial services.

MAP serves individuals, families, and Veterans in Washtenaw, Jackson, Wayne (outside of Detroit) and Monroe counties facing barriers to self-sufficiency due to homelessness, disability, or extremely low income by providing Permanent Supported Housing, Supportive Services including Case Management, Rapid Re-Housing, Employment Training, Job Placement Services and Representative Payee Services.

**MISSION:** To partner with Veterans and people who have disabilities in support of their self-directed transformation to self-sufficiency.

## SUMMARY

As the Housing Supports Coordinator, you will act as a service coordinator for participants in the MAP permanent supportive housing projects owned and/or operated by MAP. This role will be responsible for housing services, coordination, administrative support and program advocacy for participants who are serviced by the Housing Supports Department. This position will report directly to the Housing Supports Clinical Team Leader. This is a community-based position.

## QUALIFICATIONS

- High school diploma or equivalent (required)
- Bachelor's degree in social services, human services or related field (preferred), experience or active pursuit of a degree may be considered in lieu of a degree
- Master's degree in social services, human services or related field (preferred)
- At least 1 year of experience working with various disabilities including the mental health field, substance use disorder field, and/or homeless arena (required)

## REQUIREMENTS

- Office hours are Monday - Friday 8:00am - 4:30pm
- Full-Time position, 40 hours/week
- Valid Driver's License

## KNOWLEDGE

Knowledge of:

- Housing systems, including Affordable Housing programs and landlord-tenant
- Local, state, and federal housing regulations
- Community resources, including understanding of needs for those with disabilities
- How to advocate for client rights and access to resources
- How to maintain accurate and confidential client records in compliance with legal and ethical standards
- How to maintain appropriate professional boundaries with clients

## ESSENTIAL JOB FUNCTIONS

### HOUSING SERVICES

- Assist participants in locating and applying for housing (leasing) opportunities
- Support services to participants with the aim of creating a housing stability utilizing a housing first model
- Directly support participants in their own homes
- Drive participants as needed to appointments, etc.
- Provide hands-on assistance with moving participants into housing
- Provide crisis intervention as needed
- 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
- Advocate as a liaison between residents and landlords
- Mediate interpersonal issues among residents
- Work directly with participants who have mental health related issues, substance use issues, and may work with participants who have a criminal background

### COORDINATION

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

### ADMINISTRATIVE

- Conduct inspections, safety checks and emergency safety plans
- Maintain clinical records and all program specific documentation requirements
- Provide 24/7 on-call staffing for assigned housing sites (on a rotational basis)
- Complete information requested for reporting to funding sources by maintaining monthly statistical program evaluation in accordance with US Department of Housing and Urban Development (HUD) requirements
- Enter and maintain data and information into HMIS system according to Washtenaw County Continuum of Care Standards
- Participate in staff meetings and required agency trainings
- For Project Based Voucher clients
  - Adhere to all Ann Arbor Housing Commission (AAHC) and Michigan State Housing Development Authority (MSHDA) process and required annual and interim paperwork

### PROGRAM ADVOCACY

- Advocate with appropriate community agencies to secure needed services for assigned participants
- Serve as the agency representative when meeting with community agencies
- Coordinate 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
- Serve on general agency committees as assigned

## WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ann Arbor indoor Office Location
- Inside and outside the community housing areas
- Continuously requires:
  - Work in a standard office environment, which may involve frequent movement between different locations
  - Sedentary work sitting at a desk, using a computer, and operating office equipment
  - Dexterity and coordination for typing using a keyboard, mouse at a workstation for an extended period of time

- Communicate effectively, verbally and in writing, may need to use the telephone and other communication tools
- Good vision, including close vision for detailed work, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Frequently requires:
  - Remaining in a stationary position for long periods of time
  - Driving
  - Moving about inside the office
  - Moving objects up to 50 pounds
  - Stand; walk; climb or balance and stoop, kneel, crouch, or crawl, ascend and descend stairs
  - Traverse even and uneven surfaces, for extended period

## BENEFITS

Full benefits program to include:

Medical	Dental	Vision	Short term / Long Term Disability
Life Insurance	Paid Time Off	Mental Health Days	Company paid Holidays

**Disclaimer:** Michigan Ability Partners is an equal 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.

*(This job posting should not be construed as an exhaustive list of duties and responsibilities assigned to this position).*