

JOB DESCRIPTION

Position Title: Housing and Services Coordinator	Job Status and Salary: \$34,000-\$42,000 FT 30-40hrs per week, Exempt
Department: Housing	Location: Admin
Reports To: Housing Director	Number of People Supervised: N/A

POSITION PURPOSE

Provide Youth Centered Supportive Housing Services to young adults who are exiting foster care or the juvenile justice system. Work in collaboration with property managers, CYFD and young people in an effort to support stable housing for each young person in the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

The following list of duties or tasks is not intended to be complete but to represent some of the tasks required under each of the major responsibilities.

- Accept referrals from CYFD and assist youth in orientation to the Transitional Supportive Housing program.
- Provide assistance in locating housing, including assuring all standards of HQS safety and affordable housing are met. Assist in completing all documentation and rent calculations for client portion.
- Provide all necessary reports to agency staff and CYFD related to billing and regulations.
- Coordinate rent payment with residents, assist residents with questions or concerns related to rents and tenancy and follow-up on any unpaid rent.
- Maintain communication with property managers and participants in order to understand rights and responsibilities, to address barriers, and create collaborative plans to promote housing retention.
- Set up and maintain regular contact with all youth with a focus on concerns related to maintaining housing. Communicate with CYFD staff formally and informally to share successes and concerns.
- Develop and maintain positive relationships with all youth, utilizing the NHA approach and Trauma Informed Care to develop trust and build inner wealth as the young people transition to adulthood and independence.
- Connect young people with other resources and supports if they show interest.
- Go to each young person's apartment at least 2 times per month to offer support and an opportunity to connect and ask questions.
- Provide services in a culturally competent and youth-friendly manner
- Keep consistent and detailed documentation on each young person per grant and programmatic expectations

EDUCATION & RELATED WORK EXPERIENCE

**Education Level/ Years of Related Work Experience:
(minimum & preferred educational requirements necessary to perform this job successfully)**

- Must be 23 years of age or older
- Bachelor's degree and 3 years relevant work experience OR some college and 5 years relevant work experience (child welfare, human services, juvenile justice, community organizing, or youth engagement)
- A minimum of one year of HUD housing experience, required

CONDITIONS OF EMPLOYMENT

(Describe any specific conditions for employment relative to this position)

Must be able to pass comprehensive criminal, sexual offender, MVD background checks.
Must have car, valid driver's license, and maintain state required automobile insurance minimums.

WORK ENVIRONMENT AMERICANS WITH DISABILITIES ACT

Equipment Used:
PC and standard office equipment

Primarily M-F day and some early evenings, with the possibility of some flex time on weekends

Equal Employment Opportunity

New Day Youth and Family Services provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Job Responsibilities

The previous statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. New Day Youth and Family Services may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS

Creation Date: _____ **Revision Date:** _____

Supervisor: I have approved this job description and reviewed with my employee.

Signature: _____ Date: _____

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: _____ Date: _____

Executive Director/Department Director

Signature: _____ Date: _____