Housing Support Coordinator

Department: Property and Asset Management

Reports to: Property and Asset Manager and LIHTC Supervisor

Employment Status Classification: Part Time Hourly

**Job Description Summary:**

The Housing Support Coordinator is a part-time hourly position responsible for providing housing supports to CHN’s supportive housing units in various LIHTC locations throughout Oakland and Macomb County.

**Essential Functions:**

- Work in coordination with supportive housing tenants, mental health providers, community partners and all other supports and resources in order to maintain housing.
- Orient tenant’s to the purpose of the supportive housing unit program.
- Establish housing-related goals and case plans with supportive housing unit tenants within established deadlines.
- Conduct home visits and phone contacts with assigned supportive housing unit tenants at a minimum of monthly; monitor and assess current living situation and housing condition; monitor and assess progress toward goals and complete SPDAT, as required.
- Assist supportive housing tenants with completing necessary forms and paperwork to maintain their housing.
- Provide resources, information and referrals as needed to maintain housing.
- Assist with resolving housing-related emergency situations and needs.
- Work with tenant, MSHDA agent and Piper Management company to assist in maintaining voucher and housing.
- Handle coordination and distribution of resources donated to CHN for participants.
- Assist tenant in advising management company of housing issues and necessary repairs, as needed.
- Inform supervisor of housing issues/concerns in a timely manner; complete follow-up tasks, as necessary.
- Create eviction prevention plans to assist tenants in maintaining their housing.
- Document case updates in HMIS within 24 hours.
- Other duties as assigned.
Qualifications/Requirements:

- Self motivated as this position will be stationed at a different location daily.
- Ability to adapt to daily change when housing crises arise.
- A passionate advocate for individuals receiving mental health services.
- Experience working with persons who are or have been homeless is preferred.
- Must be willing and able to work independently in the community as well as in participant homes.
- Extremely organized, self driven and task orientated.
- Ability to function in a team environment to work on group projects and collaborate with community partners as appropriate.
- Maintain confidentiality with all interactions.
- Must be empathetic and have a positive attitude.
- Timely completion of required documentation, paperwork, and tasks.
- Familiarity with HMIS preferred.
- Excellent interpersonal skills and the ability to work collaboratively and effectively, both internally and externally, with individuals with diverse backgrounds.
- Outstanding communication and writing skills.
- Must have the ability to be a personal representative of CHN’s Core Values: Inclusion, Integrity, Innovation, Passion.
- Must complete regular trainings required by CHN/funders including, but not limited to: Recipient Rights, CPR/First Aid, Cultural Competence, Fair Housing, ESL, HMIS Privacy.
- Compliance with MSHDA, HUD and local governing agency/entity regulations and standards.
- Working knowledge of computer programs such as MS Office, MS 365 and HMIS. Comfortable with MS Excel spreadsheets.

Transportation Requirements: Reliable transportation, possession of a valid driver's license, and maintenance of automobile insurance coverage that meets organization coverage limit requirements (Bodily injury $100,00 each person and $300,000 each occurrence and Property Damage of $100,00 each occurrence).

CHN reserves the right to require a motor vehicle record check with respect to any employee where driving is an essential function of the position.
Physical Demands:

While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, walking in the outside elements, in and out of vehicle, bending, lifting and/or arranging files and office products and supplies and may require employee to periodically stand on a short step stool to access files.

To apply for this position OPEN HERE:
https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101_000001&jobId=277994&source=CC2&lang=en_US