



Job Description

Position Title: Housing Coordinator

Reports to: Housing Manager

Hiring Range: \$43,740 - \$50,315 Commensurate with experience

FLSA Status: Non-Exempt

Contributor Level: Individual

General Purpose:

The Housing Coordinator is responsible for providing housing supportive services to teen moms (ages 14-21) and their families. The Housing Coordinator receives housing referrals, assesses housing eligibility/readiness, and sets housing plans with clients who will need to access different types of housing in the Denver Metro area. This position reports to the Housing Manager and is a part of the Student Family Support Program team.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide intensive housing case management services until the clients have acquired safe and stable housing. After placement, provide light touch housing case management services to support long term housing placement retention and self-sufficiency.
- Identify housing options for client's and support each person's housing focused case management plan using motivational interviewing and trauma informed care
- Maintain collaborative working relationships with other community-based organizations for reasons of advocacy, public relations, and resource navigation
- Assist property managers/landlords, housing program managers, and housing authorities to problem-solve issues involving and related to clients
- Prepare requests for financial assistance and submit all required documentation to the Housing Manager for approval. Upon approval, coordinate delivery of financial assistance to varying housing properties.
- Collect service delivery data and documents, input case notes, and ensure that the program is facilitated in a manner that meets Florence Crittenton's mission.
- Establish a strong presence on campus and promote meaningful relationships with our youth and their families in order to develop trust.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Strong knowledge of housing services and resources in the Denver Metro area
- Ability to manage emotionally charged and/or stressful situations with firm but kind manners.
- Ability to be self-driven, work collaboratively with others, and have strong problem solving skills.
- Strong collaboration skills with initiative, determination, flexibility, and a sense of humor.
- Strong ability to empower and educate youth on social emotional and housing subjects.
- Ability to drive a twelve passenger van and transport teen mothers to necessary meetings and appointments.
- Ability to work cross-culturally and with English Language Learners
- Proficient writing skills and ability to confidently speak to groups.
- Outstanding time management and organizational skills.
- Knowledge of computers including word processing, database management, and internet/social media use and knowledge of web-based data systems.
- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.

Education:

- Bachelor's degree preferred, or equivalent combination of education, training, and experience.

Experience:

- Experience in any of the following or related fields: mental health, nonprofit or case management, youth development, social work, or housing is required. Education may be substituted for work experience.
- Experience working with youth is preferred.
- Experience providing housing services to vulnerable populations is preferred

Additional Requirements/Licenses/Certifications:

- As required by the Denver Public Health Order, all Florence Crittenton Services employees must be fully vaccinated against COVID-19 and are required to provide valid proof of vaccination.
- Must have reliable transportation.
- Must have a valid driver's license. Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.
- Bilingual in Spanish/English is strongly preferred

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional travel to conferences, appointments, and meetings is necessary.
- Work may involve additional hours during the evenings or on the weekends.
- May be required to rotate on-call responsibilities.

Physical Activities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and / or 25 pounds frequently.

Compensation

- Hiring Range is \$43,740 – \$50,315 commensurate with experience

Benefits

- A generous benefits package includes up to 24 days of paid time off (PTO) in first year of service, 12 paid holidays, health, dental, and vision insurance with up to 85% employer paid premiums, a 401(k) Retirement plan, employer paid Life, AD&D, STD, and LTD insurance, and Employee Assistance Plan

Resume and Cover Letter Required

Florence Crittenton Services is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.