

Shelter of Flint, Inc.
Job Description

Position: Support Services Coordinator Rosewood Manor/Rosewood Riverside – Full time-40 hours per week, Monday – Friday

General Statement of Duties: Provide housing support through active case management and coordination with on-site property management to assist the homeless and disabled population to remain stably housed in the Permanent Supportive Housing program facilitated by the Shelter of Flint, Inc.

Key Areas of Responsibility:

- Conduct assessments for each assigned client, identify needs, manage immediate crisis of homelessness, and begin to formulate housing goals.
- Support clients by attending lease signings, lease renewals, and maintain any documentation from on-site property management.
- Meet with Permanent Housing clients on an appropriate schedule to discuss progress toward recognized goals. Identify potential barriers and relevant solutions, and advocate/provide referrals as appropriate in an effort to foster independence.
- Maintain accurate case noting documentation, emphasizing client's progress toward identified goals.
- Coordinate communication between landlord and tenant, and advocate when necessary.
- Review client requests for rent/deposit and utility funds. Complete appropriate paperwork and assist in fund distribution when appropriate.
- Maintain client confidentiality at all times.
- Timely database reporting in the Homeless Management Information System (HMIS).
- Assist with coordination and implementation of program specific outcome based evaluation measures.
- Participate in internal and external training opportunities in an ongoing effort to build skills.
- Perform community based presentations regarding the PSH program.
- Coordinate, develop and initiate client workshops, meetings, and community based activities as appropriate.
- Complete accurate statistical reports and maintain client list and Google calendar to provide to Supervisor.
- Work as a cooperative team member at all times. Attend and contribute to agency meetings.
- Assist with the collection and distribution of donated household items, holiday gift donations, and food baskets as appropriate.
- Provide agency transportation for clients as appropriate.
- Navigate transition to safe, affordable, and independent housing when appropriate.
- Other duties as assigned.

Applicant Requirements:

- Minimum Associate degree; Bachelor's preferred in social work, psychology, or related field.
- Minimum two years human service experience.
- Excellent verbal, non-verbal, and written communication skills.
- Empathic listening skills.
- Accuracy in reporting and statistical tabulation.
- Work well both independently and as part of a group.
- Reasonable flexibility with scheduling including some weekends and evenings.
- Experience with property management desired.
- Reliable transportation.
- Ability to lift a maximum of 15 lbs.

To apply, please send cover letter and resume to careers@shelterofflint.org. Interested candidates are encouraged to apply by Monday, November 4, 2017. Interviews will be scheduled for Wednesday, November 6, 2017. If no qualified candidate is chosen, interviews will remain ongoing and the position will remain open until filled by a highly qualified candidate.