

Shelter of Flint, Inc.

Job Description

Position: Support Service Coordinator – Permanent Supportive Housing

February

Key Areas of Responsibilities:

- Conduct support service assessments of each assigned client, identify needs and goals, and help them formulate appropriate goal plans.
- Assist client with locating safe and affordable housing that falls within MSHDA guidelines, and then coordinate with Property Manager to house client.
- Through in-house meetings and community home visits, meet with Permanent Housing clients on an appropriate schedule to discuss progress towards recognized goals, identify potential barriers and relevant solutions, and advocate/provide referrals as appropriate.
- Maintain accurate Support Service case noting documentation and data entry in the Homeless Management Information System in a timely manner.
- Act as a liaison between the client and Property Management to maintain stable housing for client while also maintaining a positive working relationship with Property Management.
- Complete MSHDA Housing Quality Standards training course to become authorized HQS inspector.
- Coordinate inspections of potential housing properties and provide relevant recommendations.
- Review client requests for rent/deposit and utility funds, complete appropriate paperwork and assist in fund distribution.
- File appropriate rental and support service paperwork and submit to Shelter of Flint's finance department.
- Complete accurate Support Service program statistical reports and provide to the Permanent Housing Supervisor on the first working day of each calendar month.
- Develop and initiate client workshops, meetings and community-based activities as appropriate.
- Perform community-based presentations regarding the Support Service program, its clients and successes.
- Assist in the coordination & implementation of program specific outcome based evaluation measures.
- Assist with the collection and distribution of donated household items.
- Assist with the annual collection and distribution of holiday gifts.
- Other duties as assigned.

Applicant Requirements:

- Associates degree; Bachelor's preferred.
- Minimum two years human service experience.
- Ability to drive to various locations to work with clients.
- Experience working with various public housing programs.
- Excellent verbal/non-verbal/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 (some evenings/weekends).
- 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. Interviews are ongoing and the position will remain open until filled by a highly qualified candidate. Interested candidates are strongly encouraged to apply by February 12, 2018.