

York County Community Action Corp.

HOUSE Program Coordinator

Job Description

REPORTS TO: Director of Economic Opportunity

STATUS: Non-Exempt/Full Time

PAY GRADE: 6

EMPLOYMENT PERIOD: 52 weeks @ 40 hours per week

PURPOSE: The HOUSE Program Coordinator is responsible for the administration and reporting requirements of the program as well as providing the direct service component to clients in providing housing navigation services for individuals seeking substance use disorder treatment and experiencing or at-risk of homelessness.

RESPONSIBILITIES:

- Provides housing navigation services to HOUSE participants which may include homeless individuals, previously and currently incarcerated individuals and individuals affected by substance use disorder regarding housing, public benefits, legal issues, energy, financial stability, and other pertinent resources in an effort to secure long-term housing and successful substance use treatment.
- Works in partnership with partner providers to assist in identifying and enrolling new participants into the HOUSE program.
- Provides an initial housing intake and assessment for HOUSE participants to identify emergency housing needs.
- Supports participants with goal-setting, assessment, and implementation of a “Housing Pathway Plan” to address goals and barriers to permanent housing and to achieve long-term stability.
- Provides services in a community setting as appropriate.
- Serves as an advocate when appropriate; assists clients in developing the skills and expertise to advocate on their own behalf. Helps clients develop skills leading to long-term success.
- Develops, coordinates, and monitors a network of services and resources tailored to needs and interests of client. Provides cross-coordination of resources across YCCAC and in the community.
- Conducts home visits and community visits to clients on a regular basis.
- Partners with area providers, local hotels and other emergency housing options to place participants in housing in compliance with our DHHS and Maine State Housing contracts.
- Attends regular multi-disciplinary meetings with our partner providers to ensure holistic delivery of services.
- Serves as the main point of contact among the partner service providers to ensure smooth delivery of services.
- Coordinates with the Director of Economic Opportunity and partner providers to provide statistics for necessary reporting.

- Completes and submits required HOUSE program reports to ensure compliance with grant funders.
- Maintains necessary certifications required of job and attends required meetings and trainings.
- Maintains the highest level of confidentiality of those we serve.
- Supports the mission of the organization in supporting both the coordination and integration of services and programs.
- Performs other duties as assigned, or as necessary to fulfill the position.

Qualifications:

- Bachelor’s Degree and/or LSW preferred; experience may be substituted.
- Knowledge of the human service network and systems in York County.
- Demonstrated ability to assist other persons in identifying and addressing issues and needs.
- Experience working with homeless individuals and those seeking treatment for substance use disorder.
- Experience assisting people with housing navigation services.
- Ability to link YCCAC and its resources with community organizations and to initiate partnerships when appropriate.
- Experience and/or demonstrated ability to function well in a helping relationship with other persons, and to maintain appropriate boundaries.
- Ability to draft and manage budgets, including preparing required reports.
- Strong written and oral communication skills with a wide range of individuals.
- Proficient in Microsoft Office Suite, including Outlook.
- Must have reliable means of transportation for travel in York County.
- Experience with development and management of affordable housing preferred;
- Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Deputy Director any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	20 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		

Reaching 12 lbs. or less

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **HOUSE Program Coordinator** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____