

Job Announcement

Title: Program Coordinator-Family Place
Hourly Rate: starts at: \$27.00

Regular Full time: 40 hours/week
Job Class: Nonexempt

Organizational Overview

Homeward Bound is Marin County's primary provider of housing and shelter for single individuals and families experiencing homelessness--offering short- and long-term supportive housing, job-training and placement, and services in support of our client's safety, dignity, and independence. We are looking for a Program Coordinator to coordinate our Family Place permanent supportive housing program for chronically homeless families.

The Position

The ideal candidate will have a Bachelor's Degree in Social Work or related field and have experience working with persons/families experiencing homelessness. The Program Coordinator works with adults/families who are experiencing the trauma of homelessness and poverty. The coordinator provides supportive services necessary to help chronically homeless families obtain and maintain housing stability. The coordinator provides a balance of encouragement and support while holding individuals accountable to program agreements and personal goals.

Key Responsibilities:

- Provide services and resources which promote housing retention and support individual goals of increasing economic independence and maintaining stable housing
- Determine and document eligibility for the program according to HUD guidelines for chronic homelessness
- Coordinate housing placements in partnership with shelter program and local partners working with chronically homeless individuals
- Address barriers to housing stability using the principles of Housing First and offer supportive services on a voluntary basis
- Manage conflicts and crisis situations as they arise
- Provide supportive counseling, guidance, supervision, & referrals to community resources
- Help residents to manage and build life skills, conduct habitability inspections of units and annual assessment of service needs
- Attend and participate in staff meetings, supervision, and training
- Provide emergency services as needed, as well as ongoing case management which may include interacting with law enforcement, psychiatric services, and other community agencies and staff
- Other duties as assigned

Minimum Qualifications/Requirements:

Education or Training Equivalent To:

- Desired Bachelor's Degree in social work, social welfare, psychology or related field or 5 years similar work experience

Minimum Years of Additional Related Experience:

- 2-3 years' experience working with under-resourced, low-income populations; experience working with individuals experiencing homelessness, desired
- Experience in residential programs and/or housing programs, Housing First model
- Knowledge of life skills and money management

Knowledge of tenancy rights and responsibilities under fair housing laws

- Knowledge of Department of Housing and Urban Development (HUD) Continuum of Care grant requirements a plus
- Knowledge of substance abuse and mental health issues

Physical Requirements:

- Ability to sit, and use a computer mouse, keyboard, and monitor, for moderate periods of time (1 – 3 hours per day)
- Ability to stoop, crouch, kneel, and/or crawl on occasion
- Ability to lift and/or move objects weighing up to 40 pounds
- Ability to visit various housing site locations

Special Qualifications & Qualities (skills, abilities, licenses):

- Enthusiasm for working with individuals experiencing homelessness
- Ability to empower and motivate people to make positive changes
- Understanding of harm reduction and trauma informed services
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience
- Experience with Windows and Microsoft Office Suite software
- Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor
- Dynamic, resourceful, flexible, kind, compassionate, understanding
- High level of awareness and comfort working in a culturally and ethnically diverse work environment

Benefits: Medical, Dental, Life, generous vacation and sick leave, EAP, Life. 403B retirement plan.

EQUAL OPPORTUNITY

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

BACKGROUND CHECK(S)

Homeward Bound is committed to providing safe and productive working, learning, and living environments for our staff and clients. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.