

Job Description

Position: HOUSING COORDINATOR

Reports to:

Classification: Except

Compensation: \$ [REDACTED], full-time (40-hour work week)

Position Description:

The Housing Coordinator will coordinate and oversee the implementation of the Housing for Crime Victims Program. The purpose of the Housing for Crime Victims Program will be to create or enhance a crime-victim housing program that will first focus on helping victims increase access to, and retain safe, long-term housing and then provide tailored supportive services. This includes: landlord, community, and housing stakeholder outreach and collaboration, coordination of direct financial assistance for victims, and agreements with partners. The Housing Coordinator will have coordination duties with some direct service and mobile advocacy. The Coordinator will also train and assist other advocates within the agency to provide mobile advocacy to crime victims.

Responsibilities:

1. Serves as primary contact for housing assistance from both survivors and community partners;
2. Ascertain the housing needs and available resources of persons seeking aid and work with them to determine what is available to them;
3. Coordinates process of lease-up, landlord negotiations, and contracts;
4. Coordinate VOCA funding available to assist victims of crime on a variety of needs to promote long-term housing stability;
5. Providing community-based mobile supportive services to survivors. Examples of supportive services include transportation assistance and temporary rental assistance;
6. Generate resources in the area of housing, including: researching available affordable and supportive housing options; developing relationships with landlords, brokers and housing programs;
7. Identify and collaborate with potential local housing stakeholders and community partners;
8. Triage and assess all information and referral inquiries to assure effective advocacy and financial support;
9. Engage landlords to create housing opportunities;
10. Develop partnerships with housing and community providers to assist survivors in housing;
11. Representing the organization at community meetings regarding housing issues for homeless populations; assisting with educating the community on changing policy as it relates to victim access to affordable housing;
12. Troubleshooting technical housing issues as they arise with staff, victim advocates, and victims accessing housing programs;
13. Complete monthly billing and data submission of rental subsidy and cash assistance;
14. Collaborate and train other advocates on housing program and mobile advocacy, as needed;
15. Perform all work in a culturally responsive manner consistent with [AGENCY NAME] mission and philosophy.
16. Other duties as assigned.

Required Qualifications

1. A minimum of 2 years' experience and demonstrated competence in survivor-centered advocacy.
2. At least 2 years' experience and demonstrated competence with housing and homelessness issues affecting victims of crime, and effective advocacy strategies for both helping individual survivors and helping systems respond well.
3. Demonstrated competence with program coordination, including but not limited to: training, public speaking, facilitation, collaboration, detailed program planning and timely implementation.
4. Strong, proven ability to: mediate differences of philosophy and opinion; maintain calm, efficient, and good-humored approach to work while managing competing priorities in a fast-paced, highly productive work environment; work independently and as a team member; think critically and with foresight; carry out assignments with limited direction; adapt to change; and be nimble and flexible.
5. Excellent oral and written communication skills.
6. Working knowledge of Microsoft Word, Outlook, and Excel.
7. Ability to comfortably drive or commute to neighborhoods throughout the community and occasionally out of area travel. Must have own vehicle with insurance. (Mileage reimbursement available)

Preferred Qualifications

1. Experience with survivor-centered advocacy and management in shelter or other housing models.
2. Familiarity with state, federal, and/or tribal laws, policies, and regulations impacting victims of crime and housing and homelessness.
3. Familiarity with victim service organizations in Colorado.

People of color, Native people, survivors of domestic violence and people with personal experience with housing instability or homelessness are especially encouraged to apply.

E.O.E. – [AGENCY NAME] is an Equal Opportunity Employer.

NOTE: This job description is not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework for the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements to the work of the [AGENCY NAME] and are subject to possible modifications to reasonably accommodate individuals with disabilities.

To Apply

This positions begins as soon as possible. To apply, please submit the following package:

1. **A cover letter summarizing your interest in and relevant experience for this position;**
2. **Your resume;**
3. **3 references (2 of which must be professional)**

Send to: [INSERT PREFERRED METHOD OF SUBMISSION]

Applications must be received by [INSERT TIME/DATE]