



Housing Coordinator Job Posting

JOB TITLE:	Housing Coordinator
FLSA STATUS:	Exempt, Full-Time Position
BENEFITS:	Health Insurance, 403(b) Retirement Plan, Life Insurance, Flexible Spending Accounts (FSA), Employee Assistance Program (EAP), Paid Time Off and Wellness Days.
POST DATE:	September 08, 2020
CLOSE DATE:	Open until filled

POSITION PURPOSE & SCOPE

Under the supervision of the Clinical Supervisor, the Housing Coordinator will serve as the central point for coordinating patient-centered care. The Housing Coordinator will provide housing support to persons experiencing homelessness or at risk of homelessness, including pre-housing support, housing search/placement activities, coordination with landlords and property managers, and follow-up to ensure stable and successful outcomes.

TYPICAL DUTIES

- Develop, implement and/or supervise programs and services in support of assigned housing program.
- Form and foster relationships with housing agencies and providers to offer members interim, transitional and permanent, independent housing options, including supportive housing.
- Coordinate with members in the most easily accessible setting, within Medi-Cal Managed Care health plan (MCP) guidelines.
- Develop and maintain policies and procedures on housing, which may include eligibility, lease agreements, petitions, retention, emergency and/or temporary housing.
- Consult and provide liaison with federal, state and community agencies, as required, to develop appropriate support and referral systems.
- Maintains clients' confidentiality and strict adherence to confidentiality requirements.
- Work with internal and external navigators and community health workers from other agencies to ensure coordinated outreach approach.
- Generate statistical reports and maintain records as required.
- Establish and maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to persons experiencing homelessness.
- Attend team meetings, case conferences, training workshops and community meetings as needed.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- High School diploma or GED required.
- Bachelor's Degree in social work or other related field required; or
- At least four years of experience working in a health, nonprofit or social services field; or
- Equivalent combination of education and experience.
- HMIS experience required.
- Substance Use Disorder (SUD) experience preferred.

QUALIFICATIONS, KNOWLEDGE, ABILITIES

- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Cultural awareness and competency skills.
- Comfortable working with diverse populations including LGBT, individuals experiencing homelessness, and individuals struggling with mental illness and or addiction.
- Exceptional ability to connect and engage with people.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Detail oriented, organized and possess time management skills
- Must be able to work flexible hours (morning, afternoon and or evening shifts including weekends as needed).
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Serve as a resource for clients, other navigators and clinical staff.
- Working knowledge of Microsoft Office applications preferred.
- Problem solving, decision making and critical thinking skills required.
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background/fingerprint check.

DESIRED KNOWLEDGE

Successful candidates will have a strong knowledge of community resources in Sacramento and be familiar with community based health care delivery and the region's homeless housing continuum. Familiarity with housing laws and tenancy rights is highly desirable. Those with shared experiences with potential clients, including histories of incarceration, homelessness, mental illness, alcohol/drug use of disorder, etc. and experience navigating associated service delivery systems are encouraged to apply. Experience working with unsheltered individuals experiencing complex health issues is desirable.

PHYSICAL FACTORS

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

HOW TO APPLY

Please submit the following documents below through our [website](#) or by email to HR Manager, Lizette Rodriguez at lizette@sacramentocovered.org

1. Cover Letter
2. Resume

Your resume will not be considered if a cover letter is not included. No phone calls please.

For more information about Sacramento Covered, please visit www.SacramentoCovered.org.