



Interfaith Works Women's Center Position Description

Housing Services Coordinator

The Housing Services Coordinator works a minimum of 40 hours per week at the Interfaith Works Women's Center (IWWC). Under the supervision of the IWWC's Program Director, the Housing Services Coordinator assists the shelter guests in identifying affordable housing options. The Housing Services Coordinator is responsible for locating units, helping guests apply for units, establishing and facilitating trusting relationships with landlords, property managers, and the Housing Opportunities Commission. In conjunction with the Case Managers, the Housing Services Coordinator monitors, evaluates, and advocates for services to meet each guests' specific needs. This candidate should possess strong organizational skills, be prepared to work in a fast-paced environment independently and also with a large team, as well as meet monthly task deadlines. This position is full-time.

Responsibilities:

1. Develop professional relationship with the guests by engaging and building rapport.
2. Develop professional relationship with landlords, property managers, and the Housing Opportunity Commission.
3. Locate affordable rental units for guests seeking to rent their own unit. Search for units based on the guests preference and desired neighborhood.
4. Assist guests with housing applications, reviewing leases, communicating with landlords, and with applying for emergency assistance (security deposits and first months' rent).
5. Assist guests with creating a budget that reflects the amount needed for rent, utilities, food, and transportation (and other expenses as needed).
6. Manage the Rental Listings bulletin board at the shelter.
7. Schedule appointments for guests to visit available units and transport them as needed.
8. Attend the following meetings: Staff (IWWC), Community Meeting, and Case Management and Vocational Counselor group meeting.
9. Enter notes in Homeless Management Information System (HMIS).
10. Facilitate housing related groups for the shelter guests. Topics should include Housing search; landlord tenant affairs; completing housing applications; and, shared housing options.
11. Represent Interfaith Works in the Landlord Recruitment Collective. Attend meetings as scheduled and collaborate with other Housing Locators working in the Continuum of Care.
12. Facilitate shared housing options for shelter guests. Help create a shared housing survey and agreement as a new non-traditional housing option for shelter guests.
13. Attend trainings as required by the County Contract and Interfaith Works.
14. Work with the Case Management team to gain a thorough understanding of the guest's needs and barriers to housing. Meet with the Supervisor once a week to review case load.
15. Maintain stats on number of guests referred and the outcomes.
16. Other duties as assigned.

Qualifications:

1. Minimum of an Undergraduate Degree. Experience working with the target population preferred.
2. Ability to work evenings if needed.
3. Ability to work with a team.
4. Excellent organizational skills.
5. Excellent written and oral communication skills.
6. Must have clean driving record and valid driver's license. Own transportation preferred.
7. Knowledge of crisis interventions.
8. Ability to work in a fast-paced environment that requires meeting monthly deadlines.
9. Ability to identify and react appropriately to signs of behavioral issues among guests.
10. Understanding of neighborhoods in Montgomery County.
11. Understanding of affordable housing regulations (MPDU, Housing Choice Vouchers, Landlord/Tenant Affairs)

Supervision: The Housing Services Coordinator reports to the Program Director for the Interfaith Works Women's Center.