

**POSITION TITLE:** Community Care Coordinator

**POSITION STATUS:** Non Exempt Regular Full time (37.5 Hours per week)

**PURPOSE:** Under the supervision of the Housing Services Manager & within the scope of the agency's goals and objectives, The Community Care Coordinator will coordinate and provide a variety of services, including: rental assistance, utility housing relocation, stabilization services and financial assistance services to help families who are victims of domestic violence and are experiencing homelessness. Help Coordinate the daily operations and functions of the DV rapid rehousing and Housing First programs and ensure that House of Ruth staff, clients and community members receive prompt and effective services to carry out the Agency's Mission. Work closely with the Housing Department to ensure participant is providing comprehensive wrap around services. This position requires excellent survivor-center skills.

**RESPONSIBILITIES:**

- Work with Housing team to schedule and conduct needs assessments for Program participants.
- Develop clearly written individualized service and/or family service plans based on the assessments.
- Review and process client's application package and submit to Housing Manager for approval.
- Provide and/or coordinate financial support and case management services for participants enrolled in the program.
- Coordinate participant move-in activities.
- Act as liaison between participants and landlords in needed.
- Coordinate with other agency departments to identify possible partners and partnerships, staff and promote co-enrollment for families when possible.
- Utilizes educational opportunities and related resources to improve agency service.
- Promotes and maintains cooperative working relationships with other community organizations.
- Make referrals and connections to appropriate providers and resources to resolve participant's barriers in order for them to be ready for employment.
- Work with Employment Agencies to make sure clients employment issue is resolved.
- Provide information to property management staff or unity owner regarding move in and departure of individual's/families.
- Schedule and conduct meeting with client, property manager/owner to inspect the unit and approve for Rental.
- Provide outreach, case coordination and advocacy to ensure client's needs are met.
- Track annual recruitment, referrals and services.
- Complete and submit data and narrative reports to funders.
- Attend, participate and contribute to program team building, program meetings and trainings and partner meetings.
- Perform all other duties assigned.

**REQUIRED QUALIFICATIONS:**

- BA Degree and/or four years experience in social service.
- Deep understanding of housing needs and domestic violence issues.
- Experience in case management, crisis intervention, and intakes.
- Excellent written and verbal communication skills.
- Demonstrated ability to maintain effective working relationships.
- Bilingual Spanish an asset.
- Experience assisting individuals develop increased self-sufficiency.
- Ability to multi-task program responsibilities with administrative responsibilities
- Excellent organizational skills
- Ability to work independently and as part of a team
- Demonstrated computer skills including knowledge of database, word processing and e-mail programs

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

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