



Job title	<i>Housing First Coordinator</i>
Reports to	<i>Director of Operations/AED</i>

Position Summary

Under the supervision of the Director of Operations/AED, the Housing First Coordinator (HFC) assists survivors of domestic violence to locate, secure and maintain stable housing. The HFC performs financial assessments and provides assistance in multiple areas relating to finding adequate living accommodations. These include assessing needs and creating realistic and attainable goals related to securing housing, credit worthiness and employment allowing survivors to continue being successful after assistance is provided. The HFC accompanies clients to housing appointments/legal hearings through mobile and in-person advocacy; establishes and maintains community engagements with community partners/landlords/Housing Authority and works closely with both Santa Maria and Santa Barbara Shelter staff to assist clients placed in emergency shelter with food, housing, and other needs.

Additionally, the HFC (in cooperation with the Director of Programs and Client Services and the Director of Operations/AED) will oversee organization-wide enrollment in the Coordinated Entry System (CES) and manage all CES programmatic components. This will include maintaining day-to-day understanding of all CES Housing First assistance with the goal of ensuring assistance is provided in a timely manner and all available funds are appropriately disbursed by the end of each program year.

Areas of responsibilities / Duties

Housing First

- Participate in Housing First Staff Meetings to go over caseloads and updates on a weekly basis.
- Provide case management and financial assistance resources to clients as needed
- Oversee/Submit check requests once a week
- Conduct outreach to the community to find potential new clients for the HF program.
- Work with other Housing First staff and the Director of Operations/AED to ensure all Housing First spending is accounted for in compliance with grant requirement and to the satisfaction of the Director of Finance. Ensure Housing First program meets expenditure goals outlined in grants and DVS program budgets.
- Establish relationships with local property management/landlords, allowing clients to be housed in a seamless manner
- Along with other Housing First staff, the Director of Programs and Client Services, and Director of Operations/AED, build and maintain partnerships with organizations that can provide supplemental services and resources to Housing First Advocates and Client Advocates
- In collaboration with other Housing First staff, the Director of Finance, the Director of Programs and Client Services, and the Director of Operations/AED, ensure best practices in Housing First Program planning, development, documentation, compliance, reporting, and evaluation

CES

- Ensure Coordinated Entry System (CES) procedures are followed and provide training to all relevant staff members on registering clients with CES. This includes maintaining the CES Client List within the DVS Database and attending CES case conference meetings as appropriate.
- Ensure that all advocates have an understanding of the CES, how to sign up new clients, and maintain CES information on the DVS Database.
- In cooperation with other Housing First staff, the Director of Programs and Services, and the Director of Operations/AED, ensure all CES assistance is provided in a timely manner and all available funds are appropriately disbursed by the end of each grant year.

Staff / Training

- Supervise and mentor Housing First Advocates
- Assist Housing First Advocates in focusing their efforts to meet goals and benchmarks in their avenues of service
- Monitor Housing First Advocates case management and provide feedback and training

Management Duties

- Prepare grant reports as required
- Attend community outreach events
- Attend weekly staff/management meetings
- Travel throughout the county to meet with clients, staff, community partners
- Understand requirements of the granting agencies as well as DVS' responsibilities for reporting and accountability
- Attend Peer Learning Circle meetings.

Qualifications

- 2-3 years of experience in DV advocacy preferred
- Knowledge of Fair Housing laws preferred
- Experience with database management and/or data entry preferred
- Important to have or to be able to obtain a thorough understanding of the dynamics of family violence and trauma informed care
- Must be bi-lingual (English and Spanish), own vehicle with valid insurance, and have a valid CA Driver's License
- Understanding of the confidential nature of the data and information which is gathered by the agency to complete its mission
- Ability to handle confidential information with the highest level of integrity

Working conditions

Position will be based at the Santa Maria Shelter offices. Travel as necessary to all shelter locations in Santa Barbara County, as well as to other meetings/functions that will further the goals and responsibilities of the position.

Physical requirements

In the course of performing this job, the incumbent typically spends time sitting, walking, standing, listening/speaking, writing and operating a personal computer. S/he will be required to drive an automobile or use public transportation to attend meetings within the community. S/he is expected to lift and carry office records and supplies up to 40 lbs on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Direct reports

Housing First Advocates

Approved by:	
Date approved:	
Reviewed:	