

**HUMBOLDT SENIOR RESOURCE CENTER**  
**Job Description**

**JOB TITLE:** Housing Coordinator  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Director of Health Services  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** June 2019

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**JOB SUMMARY:** Performs project coordination, technical and analytical duties and responsibilities related to affordable and safe housing for participants of agency programs, including related assignments and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. In conjunction with the Director of Health Services, develops, implements, and maintains oversight of programs and services in support of the agency's housing services.
2. Coordinates essential services for program participants to ensure positive housing outcomes. Identifies opportunities for housing advocacy and collaborates with agency programs to prevent homelessness of agency participants.
3. Develops and oversees comprehensive outreach/working relationships with community members, especially landlords. Implements and maintains a landlord recruitment and retention plan.
4. Provides various housing services and coordination to participants of agency programs, including working directly with landlords.
5. Troubleshoots housing issues and challenges which may include acting as liaison for participant eligibility, lease/rental agreements, petitions, retention, emergency or temporary housing, etc.
6. Works closely with program staff, referring and providing services to the participants of agency programs.
7. Coordinates case management with other human services providers assisting participants.
8. Maintains participant files, including all necessary housing documentation and grant-related documentation.
9. Schedules and coordinates home repairs with the agency's Senior Home Repair/Maintenance Worker.
10. Performs home visits and off-site case management meetings.
11. Utilizes Humboldt County's Coordinated Entry System.
12. Enters program data into the Homeless Management Information System (HMIS).
13. Attends program meetings as appropriate to coordinate services.
14. Participates in the process of teaching, training, and mentoring student interns, and volunteers working within the program area.

**EDUCATION &/or EXPERIENCE:**

1. High school diploma or GED equivalent required. Additional college education preferred.

2. Knowledge of and experience working with government and community affordable housing, community development, and/or social services programs required.
3. At least one (1) year of experience working with a frail or elderly population.
4. Bilingual in Spanish, highly desired.

**LICENSES OR CERTIFICATES:**

1. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.

**PRE-SCREENING REQUIREMENTS:**

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test.

**JOB SKILLS:**

1. Housing, customer service, and/or social service knowledge and skills and abilities necessary to work with diverse frail and/or elderly populations. Broad working knowledge of the Housing and Urban Development (HUD) Public Housing Program as well as community-based housing programs.
2. Ability to be sensitive to cultural tendencies and customs of participants.
3. Excellent interpersonal interactions that result in team building and contribute to effective work relationships, successful negotiation, and conflict resolution. Demonstrates effective social interaction with co-workers, management, participants, and community contacts including referral sources.
4. Ability to work independently and within an Interdisciplinary Team.
5. Possession of strong organization and time management skills.
6. Ability to use good judgment, resourcefulness, flexibility, and problem-solving skills. Ability to research and analyze information from various sources, including collecting, evaluating, and interpreting data.
7. Ability to understand detailed requirements in work activities and to analyze program data.
8. Ability to coordinate multiple projects and meeting critical deadlines. Ability to complete duties within an agreed upon time frame and to adjust personal schedule as required.
9. Ability to adapt appropriately to changes in priorities and/or workload and to understand and incorporate detailed requirements into action plans and implementation.
10. Demonstrates sound verbal and written communication skills to convey information effectively.
11. Maintains a positive attitude and balance in relationships with others in complex interpersonal situations. Ability to assist people who are in crisis or under extreme stress, and whose primary language may not be English.
12. Strong basic computer skills (Microsoft Outlook, Word, Power Point, and Excel).
13. Ability to prepare comprehensive reports, forms, correspondence and other written materials.
14. Ability to interpret laws, regulations, policies, and procedures.
15. Ability to represent the agency effectively in meetings with participants and/or their family members/caregivers, community partners, and other members of the public.
16. Basic recordkeeping skills including general practices and maintaining accurate files and records.

**SUPERVISORY REQUIREMENTS:**

1. This position has no Supervisory requirements.

**PHYSICAL REQUIREMENTS:**

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

**ANALYSIS OF PHYSICAL DEMANDS:**

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
Under 10 lbs.				X		Reach over shoulder		X			
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl	X				
						Kneel		X			
<b>Pushing/Pulling</b>						Squat		X			
Under 10 lbs.		X				Sit				X	
11-20 lbs.		X				Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces				X	
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand				X	
<b>Other</b>						<b>Driving</b>					
Keyboard/Ten Key				X		Automatic Trans				X	
Fingering (Fine dexterity)				X		Standard Trans				X	
Handling (grasping, holding)				X							
Repetitive Motion-Hands		X									
Repetitive Motion-Feet				X							

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

*The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.*

*The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.*

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Employee Signature

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Date