

The position of Housing Coordinator reports directly to the Clinical Director of U.S.VETS and is responsible for securing housing for homeless veterans and their families, providing housing referrals, and maintaining housing quality standards for all U.S.VETS project-based and scattered-site housing units.

**Job Responsibilities:**

- Oversees hygiene and safety standards of all units according to HUD's Housing Quality Standard (HQS); inspects apartment, smoke detectors and fire extinguishers; reviews emergency escape plans and unit up-keep with residents
- Identifies unmet needs of residents, coordinates referrals and provides follow-up
- Facilitates procedures for entering and exiting program and preparation of units
- Consults with landlords and management companies, as needed or directed, regarding responsibilities to units and ensures that repairs are made
- Attends in-service and other training as available and appropriate to meet agency standards
- Understands the applicable State and local Landlord and Tenant code and its application to residents and units and provides information regarding applicable housing laws and regulations where necessary
- Maintain a valid State Driver's License in order to conduct home visits encompassing a broad territory
- Participates in community planning, advocacy and networking with other providers, as directed by supervisor
- Serves as primary contact for housing assistance from both consumers and service coordinators/case managers
- Ascertains the housing needs and available resources of persons seeking aid and explain available housing options to them
- Helps clients understand the available housing information and provide guidance in selecting a suitable option
- Locates and secures affordable and accessible housing for individuals and families
- Assists clients with obtaining housing documentation
- Assists clients with navigating through the eligibility process, appeals and hearings, and re-certifications where applicable
- Coordinates process of lease-up, landlord negotiations, and contracts
- Maintains and develops relationships with housing providers
- Makes community contacts to obtain listings of available housing and other housing resources, including subsidy programs
- Maintains records and prepares technical and statistical reports on housing placement
- Maintains furniture and equipment database for all property in U.S.VETS units at time of move-in and exit
- Works collaboratively with staff to assist clients in addressing housing issues and problems
- Supervises Housing Specialists in securing housing units, providing housing referrals and maintaining HQS
- Other duties as assigned

- Bachelor's Degree in social services or other related field required.
- Minimum of 2 years of supervisory experience in related field. Two years of employment at U.S.VETS may substitute for supervisory experience.
- Experience working with homeless and/or veteran population preferred.
- Ability to work effectively with a diverse group of clients, staff, and community members.
- Excellent written and oral communication skills.
- Leadership and conflict management skills.
- Demonstration of personal and financial integrity in the workplace.
- Ability to take direction, work independently with minimal oversight, and to work within a team.
- Computer proficient in Microsoft Office and Internet. Must have and maintain a current driver's license, meet company insurance requirements, and complete a provided driver training course.