

Title: Supportive Housing Coordinator

Purpose: To work in collaboration with program participants in planning and implementing intensive, coordinated services to help individuals and families with special needs maintain safe, stable and affordable housing.

Accountability:

- 1) Reports to the Associate Director
- 2) Flexible full-time work schedule. Daily hours may vary according to the needs of the organization.
- 3) Work cohesively with office staff, boarding home staff, and board members

Case Management Responsibilities

1) Provides direct services to program participants and their families in the following ways:

- Conduct Needs Assessments and Individualized Service and Recovery Plans
- Seek and secure housing for program participants
- Development of independent living and home management skills
- Ongoing assessment of housing needs
- Financial Literacy
- Supportive Employment
- Identify and collaborate with formal and informal support networks
- Community adaptation
- Symptom management
- Advocacy
- Work cohesively with landlords and offer tenant/landlord mediation as needed
- Assistance in obtaining entitlements and accessing community resources
- Development of social skills
- Crisis intervention

- 2) Accurate and timely documentation of progress notes and management of program participant charts, in NJ Homeless Management Information System (HMIS).
- 3) Conducts home visits to program participants on a weekly, monthly, or as-needed basis.
- 4) Observes, documents and reports maintenance status of apartments and issues of quality control standards quarterly and on an as needed basis
- 5) Coordinates with other agencies' services provided to program participants. Participates in an interdisciplinary team process to ensure the provision of services and/or linkage with requisite services to tenant.
- 6) Records, reports, and monitors service delivery per State and Federal grant regulations.
- 7) Collects rent from program participants.
- 8) Participates in weekly individual and group supervision.
- 9) Performs other duties as assigned by senior management with a willing and cooperative attitude.

Supported Employment Responsibilities

- 1) To provide effective supported employment services including assessments, vocational training, and support to assist individuals with disabilities or special needs in obtaining and maintaining competitive employment that results in self-sufficiency and increased independence.
- 2) To establish and maintain quality employer partnerships that result in the employment of program participants.
- 3) To provide other community support services as appropriate to the needs and preferences of the resident.

Boarding Home Responsibilities

To staff our supportive boarding homes located in Red Bank and Asbury Park for those with mental health issues one day per week.