

**JOB DESCRIPTION**

**HOMELESS SERVICES COORDINATOR**

**Department:** Community Development **Classification/FLSA:** Full Time, Non- Exempt

and Housing Grant: 07/01/2019 – 06/30/2020

**Location:** Housing Office **Reports To:** Housing Manager

**Supervises:** N/A **Salary Range:** Per grant agreement

**Benefits:** Per City handbook **Travel:** Within Crawford County, KS

**Date Written/Revised:** 07/01/2019

**POSITION SUMMARY**

The contracted Homeless Services Coordinator will work closely with the Community Development and Housing Department to provide homeless services and housing resources to families in need of additional support within Crawford County.

**DUTIES AND RESPONSIBILITIES**

The Homeless Service Case Manager will successfully complete all the Homeless Prevention, Rapid Re-Housing and all other applicable objectives within the Emergency Solutions Grant (ESG) Proposal, including, but not limited to, the following:

* Work closely with the local social service agencies to provide additional support to the families served in our community
* Provide case management, supportive housing resources, referrals, on-site client visits, and follow-up for families
* Ensure timely completion of collection, entering, and retaining accurate client records in accordance to ESG program procedures and policies
* Ensure confidentiality and security of personal information contained in all required participant paperwork
* Attend local and regional homeless services provider events and other appropriate meeting as they pertain to homeless services and supportive housing efforts
* Work with the Housing Manager of Community Development and Housing to ensure compliance with program administration
* Represent the City in matters only related to the Rapid Re-housing and Homeless Prevention programs of the Emergency Solutions Grant
* Represent the City in a professional manner; defer to the Housing Manager any question from partners or media that are outside the scope of the duties related to the Rapid Re-housing and Homeless Prevention Program
* Report to the Housing Manager all matters related to ESG program operations

**HOMELESS SERVICES COORDINATOR continued**

**DUTIES AND RESPONSIBILITIES continued**

* Professionally work with many types of people to provide screening and determine program eligibility, and provide home visits as required within the ESG Grant
* Work with landlords, property managers, and community members
* Coordinate of service for ESG participants, and close collaboration with other ESG case management partners, to ensure that participants are receiving essential services to increase health and housing outcomes
* Develop and implement housing case management plans to outlined in the ESG Grant
* Communicate closely and frequently with the Housing Manager to improve systems, solve problems, share resources, and to ensure the ESG procedures and policies are being followed

**POSITION COMPETENCIES**

* Comfort level working with many types of people and making home visits;
* Working with landlords, property managers, and community members;
* Provide screenings for program eligibility;
* Develop and implement housing case management plans;
* Extensive record keeping;
* Ability to start a new project, make independent decisions with minimal supervision;

**EDUCATION**

* At least two years of experience working with families in a social service capacity.
* Must possess a valid driver’s license.

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**HOMELESS SERVICES COORDINATOR continued**

**PHYSICAL DEMANDS**

Must possess mobility to work in an office setting and use standard office equipment, including a computer; operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed. May occasionally bend, stoop, kneel, reach push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Some light lifting and typing.

**WORKING CONDITIONS**

Work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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