



## **Housing Supports Coordinator** **Job Description**

### **Job Summary:**

The role of the Housing Supports Coordinator will operate out of the Community Living Department of Reach for Resources, Inc. The key goal of the position is to be able to provide Housing Stabilization Services and Housing Support Services for those who are receiving Housing Supports through Hennepin County in scattered site apartments. The Housing Supports Coordinator will be responsible for housing search, landlord relations, and subsidy management. This program uses Housing First principles and hopes to be able to help those receiving services find housing that meets their needs.

### **Essential Duties and Responsibilities:**

- Conduct an initial assessment and develop a support plan that will help to assist each person receiving Housing Support Services address their needs
- Conduct in-home visits with those receiving Housing Support services as well as within the community on a regular basis to address progress, provide support, and help to coordinate
- Refer to appropriate community resources and assist to arrange transportation as needed
- Cultivate relationships with landlords, property managers and owners who are willing to provide housing for participants and assist with administration of rental assistance
- Maintain records with Minnesota Department of Health
- Work with each person to go over their budget and personal obligation if necessary
- Effectively work with case managers, economic assistance, Hennepin County Housing Assistance teams, community professionals, and other service providers to ensure that services are being coordinated
- Maintain files and program records. Complete reports as required of the program.
- Participate in staff meetings, Housing Support Meetings, and all other required supervision
- Comply with HIPAA and Data Privacy Practices
- Positively represent Reach for Resources, Housing Support Services, and each person's needs
- This position may require the ability to work outside of regular business hours on an occasional basis to meet each person's and the program's needs



## **Experience Required:**

- Bachelor's Degree in behavior sciences or related field
- Experience working with those with Developmental Disabilities and Mental Illness
- Working knowledge of Housing First policy
- Previous experience working with a caseload
- Ability to relate to and advocate for those with diverse interests and needs
- Ability to complete required paperwork on time and completely
- Strong written and verbal communication skills
- Strong computer skills
- Able to travel independently throughout Hennepin County; must possess a valid driver's license, auto insurance, able to transport those served in personal vehicle