



## **JOB DESCRIPTION**

**Title:** Housing Services Coordinator  
**Job#:** SCC07071701  
**Status:** Full-time / Non-Exempt  
**Program:** Rapid Rehousing Program  
**Supervisor:** Housing Programs Manager  
**Location:** Santa Clara County

### **Job Summary:**

The Housing Services Coordinator is responsible for the provision of housing stabilization services to households who are homeless. The Housing Services Coordinator provides a variety of services to increase housing stability including counseling, referral to financial/credit counseling, referral to legal services, and developing an individualized housing plan that includes a path to permanent housing stability subsequent to financial assistance. This position is also responsible for service coordination to ensure that participants are connected to other necessary supportive services.

### **Responsibilities Include:**

- Provision of comprehensive housing services to participants, including working directly with landlords
- Coordination of services for program participants to ensure that participants are receiving essential services to increase health and housing outcomes.
- Assist housing staff for each referred household
- Conduct program orientation for participants.
- Troubleshoot housing issues and challenges.
- Ensure timely completion of annual inspections, income certifications, exit documentation, and any other necessary housing paperwork by coordinating closely with case management partners.
- Track housing placements and other important data points, and provide support to the Housing Program Manager in the development of the HUD Annual Performance Report, annual updates, and any other program reports required for program evaluation and management.
- Attend program meetings with internal and external partners to coordinate services and ensure quality services.
- Maintain client files, including all necessary housing documentation.
- Communicate closely and frequently with all members of the team to improve systems, solve problems, share resources, and coordinate work.
- Attend staff meetings and other agency functions as needed.
- Other duties assigned by supervisor.

### **Qualifications:**

- Professional experience in the human services, social work, psychology or related field and demonstrated experience in rental housing programs for low income, special needs individual and families.
- Minimum two years of experience working in housing field with strong knowledge of Santa Clara County housing market and geography.
- Ability to work with numbers, including financial spreadsheets. Excellent knowledge of computer systems and accounting software preferred.
- Knowledge of federal, state and local fair housing laws.

Housing Service Coordinator, SC TBRA

Job Description

Page Two

- Excellent written and oral communication skills.
- Detail oriented with strong organizational and time management skills.
- Reliable transportation along with a valid, current CA Driver's License, active auto insurance and clear DMV record is required.
- Bi lingual speaking a plus.

**Equal Opportunity Employer** - all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

**Drug Free Workplace**

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.