



## Job Announcement

**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking The Housing Services Coordinator provides outreach and engagement to referred individuals as well as assisting them to locate stable housing by identifying housing resources. In addition, the Service Coordinator will work in conjunction with the Probation Officer to assist participants with employment, issues around financial stability and identify resources to address other barriers to housing.

### Program Summary

The PRCS (Post Release Community Supervision)/Re-Alignment Program: Provides outreach, engagement, and light case management to individuals currently on probation in Alameda County. This program was developed as a result of the Public Safety Realignment in California where non-violent offenders are released to the community. Participants are referred by their Alameda County Probation Officers to the PRCS Program.

### How You Make an Impact:

- Receive referrals from Alameda County Probation Department and respond according to program guidelines.
- Provide outreach to Santa Rita Jail and Transitional Day Reporting Center when there are openings in the program.
- Provide coverage for “after-hours” hotline. Hotline is rotated between agencies participating in this program and among Abode RA Staff.
- Responsible for initial contact with participant and for doing initial assessment and introduction of the PRCS program and Abode services. Reach out to referral two times in two weeks.
- Schedule intake meeting with participant and do program intake including program assessment, agreements, program intake, and HMIS paperwork.
- With participant create a housing stability plan that includes income goals and housing search strategies. Provide direct comprehensive services to establish goals and strategies for increasing self-sufficiency and re-entering and maintain housing for participants. Service plans should be updated every 3 months coinciding with rent contribution adjustments.
- Research viable housing options for participant including doing Internet searches, creating landlord lists and developing other resources to identify potential properties for participants.
- Outreach, negotiation, and engagement with potential property managers in order for them to accept the PRCS Program subsidy.
- Responsible for performing all inspections and re-inspections of identified units/properties.
- Provide case management services targeting securing and maintaining housing.

### How You Meet the Qualifications:

- MSW or MA in other Human or Behavioral Sciences or related field preferred. BS/BA degree in Social Work, Psychology, Human Services, Sociology or related field required. (Some college and three years of experience working with those homeless or at risk of becoming homeless and supporting their housing needs can be substituted for education).
- Minimum one year of experience working in housing field with strong knowledge of the Bay Area and surrounding housing markets and geography.
- Minimum one year of experience working with formerly incarcerated individuals preferred.
- Must possess one year of field experience working with families and individuals with a history of homelessness in a housing setting.
- Ability to build supportive and respectful working relationships with participants promotes self-determination using a strengths-based approach.
- Proven ability to work independently, as well as, an effective member of a team and a collaborative.

- A working knowledge of Alameda County resources including benefits, mental health providers, drug and alcohol programs, housing resources etc.
- Excellent verbal and written communication skills. Strong organizational and time management skills.
- Understanding and practice of culturally sensitive components of direct service delivery through open dialogs and self-exploration with diverse groups.
- Ability to effectively intervene in crisis situations using de-escalation techniques.
- Ability and willingness to work flexible hours, including some occasional weekends and evenings.
- Ability to work with numbers, including financial spreadsheets. Excellent knowledge of computer systems.
- Reliable transportation, current and valid CA Driver's License and insurance and clean DMV record required.

**How Abode Appreciates/Values You:**

- **Competitive Pay Range: \$21.00-\$23.00 per hour.**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Supportive Supervision, Leadership Academy Programs, Professional Development Trainings

*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.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**