



Job Announcement

Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Family Service Coordinator** to provide residents with onsite services to include: Case Management, Family Services, Children Enrichment, and Community Building activities. Candidates with experience working with low-income families, substance abuse and mental health issues are strongly encouraged to apply. The Service Coordinator will be on-site with residents and must be able to prioritize while finding solutions and acting with empathy and understanding while keeping clear professional boundaries.

Main Street Village Permanent Supportive Housing: Provides 63 units for people who were formerly homeless with disabilities and low income. Located in Fremont.

How You Make an Impact:

- Conduct weekly meetings with residents to conduct initial needs assessment and develop individual self-sufficiency/service plans with periodic changes for each resident.
- Assist residents in retaining housing and maximizing their independence and self-sufficiency by providing linkages to appropriate community services such as crisis intervention, rehab, income support and benefits acquisition, employment assistance, primary physical and mental health, substance recovery and family involvement.
- Provide referrals for further assessment/treatment services for any areas of concern, such as developmental, learning disabilities, behavior problems, school readiness, family violence, and exposure to drug and alcohol abuse within the household.
- Develop collaborative relationships with other local service providers and community agencies. Maintain a positive relationship with surrounding neighborhood.
- Participate in planning and facilitation of after-school programs for school-age children, parenting classes, and child enrichment activities.
- Participate in coordinating with schools, community non-profit agencies and other in-kind/funding resources to provide on-site tutoring, summer programs, and other resources for families.
- Provide crisis intervention as needed and when requested by property management and/or program participants.

How You Meet the Qualifications:

- BSW/BA degree in Psychology, Human Services, Sociology, Child Development, Early Childhood Education or related field preferred.
- Minimum 5 years case management experience providing services to homeless or low-income individuals and/or families.
- Knowledge and ability to implement the following evidence-based models; Psychosocial Rehabilitation, Harm Reduction, Housing First, and Motivational Interviewing
- Excellent communication skills, both written and oral.
- Strong organizational skills, time management, and attention to detail.
- Experience using data collection software for documenting and reporting requirements.
- Proven ability to work effectively as an individual and part of the team.
- Initiative, flexibility, self-motivated, and capacity to respond effectively in stressful situations.
- Experience with community networking and resource building.
- Fluency in a second language in addition to English a plus.
- Must have own transportation, current automobile insurance, CA driver's license, and a clean driving record.

How Abode Appreciates/Values You:

- **Competitive Pay-\$22.00-24.00 per hour DOE**

- 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