Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a full-time **Housing Services Coordinator** in the **PRCS (Post Release Community Supervision)/Re-Alignment Program** to provide outreach, engagement, light case management, and assist with location of stable housing to individuals currently on probation in Alameda County. 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. This is a nonexempt position located in Hayward and reports to the Program Manager.

How You Make an Impact:
- Respond to referrals from Alameda County Probation Department, outreach to Santa Rita Jail and Transitional Day Reporting Center, and provide rotating coverage to "after hours" hotline.
- Make initial contact, assessment, and introduction of the PRCS program and Abode services to participants, along with corresponding program documentation and HMIS paperwork.
- Create housing stability plan that includes income goals, housing search strategies, and strategies for increasing self-sufficiency, re-entry, and maintain housing for participants.
- Research viable housing options for participant, perform all unit inspections, case management services.
- Outreach, negotiation, and engagement with potential property managers in order for them to accept the PRCS Program subsidy.
- Complete documentation and case files as required by all program components, submit program monthly reports, update participant rental data in WelcomeMat.
- Participate in case conference/meetings and assist the team with assessment of housing options that reduce barriers to housing.

How You Meet the Qualifications:
- MSW or MA preferred or BS/BA degree in Social Work, Psychology, Human Services, Sociology or related field required.
- Must have 1 year of field experience working with families/individuals with a history of homelessness in a housing setting and with formerly incarcerated individuals with working knowledge of Alameda County resources (benefits, mental health providers, drug and alcohol programs, housing resources etc.)
- Must have own car, current CA Driver's License and auto insurance for frequent travel throughout the county. Clear driving record is required.
- Ability to build supportive, respectful working relationships with participants to promote self-determination using a strengths-based approach.
- Proven ability to work independently and collaboratively as an effective member of a team.
- 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 dialogue and self-exploration with diverse groups.
- Ability to effectively intervene in crisis situations using de-escalation techniques.
- Flexibility in work schedule, including occasional weekends and evenings.
- Competency in financial spreadsheets, computer systems, and Google applications (email, calendar, drive).

How Abode Appreciates You:
- **Competitive Pay: $21-23 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.

- Professional Development Trainings, Leadership Academy Programs.

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