



**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **Service Coordinator** to provide direct comprehensive services to **Sunrise Village** participants, and establish goals and strategies that lead to housing and increased self-sufficiency. This is a full-time, nonexempt position reporting to the Shelter Services Manager.

**How You Make an Impact:**

- Provide direct counseling on housing search, goal setting, personal financial management, and connect to resources
- Maintain impeccable participant files, including case management notes, HMIS, reports, intakes and all required paperwork
- Excellent customer service utilizing harm reduction, trauma informed care, and strengths based case management.
- Inform and recommend program evaluation and modifications to better meet participants and community needs
- Support and serve as a liaison, case coordinator and/or participant advocate with various agencies providing the targeted service (ie. school enrollment, job training, counseling, health services, etc.)
- Participate in all required trainings, agency and program meetings
- Flexibility to support Shelter Services Manager, such as transportation of participants in agency van

**How You Meet the Qualifications:**

- BA degree in Social Work or related field required
- 2 years of demonstrated experience in human services/social work field working collaboratively with low income families
- Experience with medical respite is a plus
- Bi-lingual/Spanish skills is preferable
- Strong written/verbal communication, organizational, detail oriented, time management, impeccable and accuracy in documentation skills
- Proven ability to work independently and effectively as part of a team
- Excellent knowledge of computer systems (Google applications, Microsoft Office, HMIS)
- Must have reliable transportation, valid CA Driver's License, auto insurance, and clean DMV record
- Flexibility to work some evenings and weekends as required

**How Abode Appreciates You:**

- **Competitive Pay: \$20-22 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 and 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**