



05/21

Community Action Partnership of Madera County

JOB TITLE: HOUSING COORDINATOR

DEPARTMENT: Community Services

REPORT TO: Community Services Program Manager

SUPERVISE: Housing Case Worker, Housing Outreach Worker

COMPENSATION: Range 24.5

FLSA: Full-time; Non-Exempt

JOB OVERVIEW: This position is responsible for overseeing the day to day operations of the Homeless Engagement for Living Program (HELP) Center by providing homeless clients with direct case management services including advocacy, support, goal setting, assistance in identifying options, evaluation of needs and information, and making necessary community linkages to support client's self-sufficiency goals.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Social Work, Psychology, Counseling or related field.
- One-year experience working in a similar or related field or equivalent of education/experience substitute.

ABILITY TO:

- Interpret and apply complex funding regulations to program activities
- Provide recommendations to the Community Services Program Manager for system development and proves improvement
- Assist in the accomplishment of the case management plan for individuals and/or families.
- Have computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint.
- Attend job-related conferences and participate in a variety of in-service trainings.
- Communicate effectively orally and in writing with individuals and groups.
- Work effectively under conditions of limited supervision, high stress and rapidly

HOUSING COORDINATOR

Page 2 of 7

changing situations and circumstances.

- Demonstrate sensitivity to the generation / cultural / ethnic diversity of the service population.
- Have excellent documentation/organizational skills and maintain appropriate case recording documentation.
- Provide direct services as outlined in the individual service plan.
- Refer cases to appropriate community resources as indicated.
- Provide supervision and monitoring of clients.
- Provide supervision for CAPMC Homeless Services employees.
- Communicate orally and in writing in English.
- Communicate orally and in writing in Spanish is preferred.

KNOWLEDGE OF:

- Services for homeless individuals and families.
- Community resources and demographics of Madera County.
- The Fresno Madera Continuum of Care Homeless Coordinated Entry Access System
- Housing of Urban Development (HUD) Regulations for Permanent Supportive Housing Programs
- Emergency Solutions Grant Program
- Fresno Madera Continuum of Care Homeless Management Information System
- Pathways to Transitioning into Housing Program (PATH)
- Homeless Housing Assistance Program
- Fair Housing Laws

CORE COMPETENCIES:

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our programs and services.
- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

GENERAL PHYSICAL REQUIREMENTS

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

HOUSING COORDINATOR

Page 3 of 7

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

GENERAL DUTIES:

- Establishes professional relationships with property management companies and real estate agents/owners for the benefit of clients.
- Work with Fresno Madera Continuum of Care (FMCoC) Homeless Outreach teams to help seek out high-risk population in targeted areas.
- Engage homeless individuals by conducting Vulnerability Index Specialized Data Assessment Tool (VI-SPDAT) Assessments.
- Screen and evaluate potential program participants to prioritize enrollment
- Work with the FMCoC's Coordinated Entry Access System committee to ensure enrollments meet requirements set forth by the FMCoC.
- Seeks and maintains necessary community linkages to support identified needs of program participants.
- Collect and document data as required, and assist in compiling statistical data, Housing Management Information Systems (HMIS) and monthly reports.

HOUSING COORDINATOR

Page 4 of 7

- Attends training, meetings and other grant-sponsored events both in and out of the county.
- Ensures staff are providing life skills training for program participants
- Participates in community events such as the Homeless Point in Time Count, Homeless Awareness Day, etc.
- Supervise the Homeless Engagement for Living Program (HELP) Center staff to ensure goals and objectives are being met.
- Provides on-going coaching for staff and trains new staff members on homeless programs.
- Works with support staff to process purchase order requests, check requests and other expenditures needed for the HELP Center
- Works with support staff to makes purchases for the HELP Center
- Prepares programmatic reports for contracts operated by the HELP Center.

CASE MANAGEMENT:

- Develop and maintain case management plan for individuals and families with barriers to independence under the supervision of the Community Services Program Manager by screening, evaluation and identification of specific case management activities as identified in the individual service plan
- Provides ongoing support and conflict resolution for program participants.
- Responsible for referring individuals to appropriate community resources for additional assistance and counseling.
- Identifies appropriate workshops with clients that will support goals and promote self-sufficiency achievement.
- Works cooperatively with community resources to ensure that clients receive the most comprehensive independent living skills training possible.
- Assesses program participant's current and long-term needs.
- Provides advocacy and support in necessary meetings for clients (medical appointments, court, Social Security Benefit meetings, etc.)
- Ensures staff are providing transportation when necessary and safe.
- Prepares correspondence on behalf of clients to service providers.
- Ensures staff are mentoring clients to write their own correspondence.
- Provide client move-in and move-out monitoring duties.
- Enter Information into HMIS (Homeless Management Information Systems) as required by HUD (U.S. Department of Housing and Urban Development).
- When needed, provide oversight for maintenance and repairs and or building security of the project.
- Assist Outreach Worker with homeless outreach activities

OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

HOUSING COORDINATOR

Page 5 of 7

LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment health and drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, stepping stools, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.

HOUSING COORDINATOR

Page 6 of 7

- Fine Manipulation: Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Foot or Leg Controls: Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- Hearing Requirements: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- Keyboarding: Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- Kneeling: Bending legs at the knees to come to a rest on knee(s).
- Lifting or Carrying: Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.
- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.

HOUSING COORDINATOR

Page 7 of 7

- **Speaking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- **Standing or Walking:** Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- **Stooping:** Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

VISUAL ACUITY

- **Near Visual Acuity:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- **Far Visual Acuity:** Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- **Peripheral Vision:** Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.