**Young Adult TH/RRH Housing Coordinator**

**Join this exciting team passionate for their community!**

We're searching for a **Young Adult TH/RRH Housing Coordinator (Housing Coordinator)** who will join our SHINE Program and will be responsible for the administration of the Transitional Housing and Rapid Rehousing Programs and the supervision of the Housing Specialists and Lead Housing Specialist in those programs. The Housing Coordinator is responsible for monitoring the program files and other paperwork, which are overseen by the Lead Housing Specialist. In conjunction with the Supportive Housing Services Manager, the Housing Coordinator is responsible for monitoring data entry and reporting requirements for the TH/RRH and RRH components of the SHINE Program. The Housing Coordinator is responsible for engagement and individualized case management for homeless or at high risk of becoming homeless young adults in the TH component of the program. The Housing Coordinator will attend homeless service provider meetings, in particular meetings of the local Network To End Homelessness Unaccompanied Youth sub-committee and those related to the Hampden County Continuum of Care (CoC).

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Create a positive and supportive team providing trauma-informed, client-centered care to Young Adults experiencing homelessness.
* Engage potentially high-risk clients in individualized case management, safety planning, and planning for housing, employment, and/or education.
* Establish positive professional working relationships with individuals assessed and served in the TH/RRH Program.
* With residents in TH housing, provide in-home individualized case management, advocacy, safety planning and planning for housing, employment, and/or education to participants, including, but not limited to, the following activities: Assist participants in finding permanent housing, work closely with landlords, meet with participants at least once a week, monitor progress of participants in accordance with tools provided and adjust as needed.
* Maintaining positive relationships with landlords renting to young adults in RRH.
* Provide aftercare outreach and assistance.
* Provide linkages to community resources which increase opportunities for stable housing and economic independence
* Develop relationships with potential funding sources, establish and maintain community linkages and collateral contacts, including area shelters and local housing organizations
* Attend applicable meetings with network providers, the Network to End Homelessness, Hampden County CoC and others as necessary
* Participate in collaborating on projects with other agencies/CoC as applicable to the position and knowledge base.
* Monitoring program files and other paperwork, which are overseen by the Lead Housing Specialist
* Complete all required reports and tracking tools for participants, funding sources, and the Agency. In conjunction with the Supportive Housing Services Manager, monitor data entry and reporting requirements for the TH/RRH and RRH components program
* Respond to after-hours work-related phone calls

**OTHER DUTIES AND RESPONSIBILITIES:**

* Perform other tasks as determined by the Supportive Housing Services Manager and/or other Department/Agency administrators.

Required Skills

**KNOWLEDGE, SKILLS, AND ABILITIES**

* **Associates degree and/or 3 years of experience in homeless services required. Bachelor’s degree preferred. Lived experience of housing insecurity strongly preferred.**
* **Previous supervisory experience required.**
* **Previous experience working with young adults required.**
* Must have the ability to work effectively with other community agencies (i.e. School Dept., DCF. Juvenile Court, etc.).
* Demonstrated ability to be innovative, creative, analytical, and decisive in problem-solving required.
* Ability to structure and organize job responsibilities independently required.
* Ability to deal with diverse populations required.
* Ability to maintain client files and electronic records required, familiarity with the Hampden County Warehouse and HMIS preferred.
* Ability to actively market and promote services preferred

**LEADERSHIP, TEAM MANAGEMENT, AND INTERPERSONAL SKILLS**

* Seeks and uses management staff for training and supervision.
* Seeks and attends community training to strengthen skills and knowledge on topics related to Positive Youth Development and Housing.
* Attends Agency and Department required meetings and training.

**BENEFITS**

* Retirement Plan 403(b)
* Health, Dental, Vision, and Life Insurance
* Paid vacations
* 11 paid holidays
* 8 discretionary days a year
* Discounts offered to your Verizon and/or Sprint plans

*The Gandara Mental Health Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*