

SPECIAL SERVICE FOR GROUPS, INC.  
JOB ANNOUNCEMENT

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<b>Title:</b> Housing Coordinator	<b>Division:</b> HOPICS/Housing Dept.
<b>FLSA:</b> Non-Exempt	<b>Supervisor:</b> Associate Director of Data & Quality Assurance
<b>Pay Range or Rate:</b> DOE	<b>Revised:</b> 3/25/21

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Summary

Under the supervision of the Associate Director of Data and Quality Assurance, the Housing Coordinator will work with and educate landlords to mitigate discriminatory practices against black people, older adults and LGBTQ individuals as well as work in collaboration and coordination with the SPA 6 Regional Coordinator.

Essential Functions

- Develop strategies to implement program and engage landlords.
- Produce materials for landlord education program.
- Document and refer clients in the targeted population who have experienced housing discrimination to HOPICS's legal partners.
- Create curriculum that will address implicit biased and help dispel myths about the target population.
- Facilitate trainings for landlords/owners on subjects such as but not limited to Fair Housing laws and reasonable accommodations.
- Ability to advocate for HOPICS and SPA 6 clients who are denied housing units for no clear reason; ability to clearly communicate with landlords to better understand their reasons for denying the application.
- Ability provide education and technical assistance if needed to the landlord/owner
- Facilitate at a minimum of 25 education sessions for landlords.
- Track and maintain meeting/workshop sign-in sheets.
- Track the number of vacant units leased to the target population post workshop/session attendance.
- Track and report the total number of churches who agree to participate in education services
- Track and report the number of parents and families who reunify with their children who become permanently housed in their homes as a result of education sessions facilitated by the Housing Coordinator.
- Work collaboratively and in coordination with the Housing Specialists to identify landlords willing to house the target population.
- Submit weekly, monthly and quarterly reports on performance measure targets.
- Ability to work independently.
- Facilitate monthly meetings with project collaborators to provide updates, discuss progress, barriers and problem solve to ensure performance measures are met.
- Ability to communicate in a professional and effective manner in written and verbal forms.
- Coordinate internal and external communications regarding initiatives of the project and between various key decision makers and stakeholders.
- Monitoring milestones and service activities.
- Facilitate necessary program related trainings for direct-service staff.
- Work in conjunction with program directors and managers.
- Prepare project reports in accordance with funding requirements; maintain files/records on client services in compliance with HIPAA, 42 CFR Part 2 and other funding requirements for auditing purposes.
- Attend all related trainings and meetings.
- Maintain appropriate boundaries; and adhere to SSG's Code of Ethics and HOPICS' Core Values. Represent the Agency in a professional manner at meetings and community events.
- Regular attendance required.
- Maintain and uphold Agency mission statement, values, policies, procedures and principles.

- Other duties as needed.

### Secondary Functions

Perform other duties as assigned by their immediate supervisor and or Division Director.

### Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's Degree or minimum of three years of experience working with the target population (LGTBQ youth, senior citizens and African Americans experiencing homelessness) for this project and three years of community engagement experience.
- Strong team player, familiar with team dynamics and willing to work in a team environment; experience and comfort working as part of a multi-disciplinary and multicultural team.
- Excellent written and oral communication and time management skills
- Ability to communicate effectively, both written and orally.
- Ability to organize and manage multiple priorities.
- Knowledge of portal systems and databases.
- Ability to multi-task and prioritize in fast-paced environment.
- Pass success working with strategic partners, with the ability to cultivate existing relationships.
- Verification of Employment Eligibility and Background Check.

### MANDATORY Qualifications:

Ability to work with clients from diverse cultural, ethnic, and socio-economic backgrounds. Ability to communicate effectively, both written and orally. Valid California Driver's License and proof of insurance is required. Verification of Employment Eligibility and Background Check is required. TB test required **(Note: Results may not be more than (3) months prior to or (7) days after date of hire and renewed annually thereafter.)** CPR and First Aid certification required within 30 days of employment with company.

### Environmental Conditions (Working Conditions)

May be exposed to highly aggressive clients: must communicate with many sources including public paying agencies, courts and outside community agencies. Local automobile travel is required. Some evenings and weekends may be required. Sometimes noisy, loud and disruptive clients.

### Physical Requirements

The Program Manager typically spends time sitting, standing, walking, driving, carrying (max. 25 lbs), listening, speaking.

### Mental Requirements

This position will require the individual to be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.

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