



Family Supportive Housing Service Coordinator

Homeless Prevention Center | Rutland County, Vermont

\$45,500 - \$50,000 a year

The Homeless Prevention Center seeks a dynamic individual to provide Service Coordination and Case Management through our innovative Family Supportive Housing model.

The Service Coordinator works both independently and as part of a team, providing housing case management and coordination for families transitioning from homelessness to stable housing. The Service Coordinator works collaboratively with families and community partners to: provide resources and support to clients; assist families in developing life skills; and facilitate access to permanent housing.

Principal Duties:

- Provide support to between 12 to 18 client households on a caseload.
- Meet regularly with clients to assess housing needs and complete enrollment.
- Provide training and referrals to clients to support goals and address barriers in areas such as financial empowerment, life skills, tenant education, parent and child resiliency, and support around recovery.
- Assist clients in preparation of housing plans to determine their goals, and assist with self-advocacy in relation to housing and other family domains.
- Support collaboration with various plans among appropriate agencies, and provide general advocacy with a focus on obtaining permanent and safe housing for clients and their children.
- Identify and access appropriate resources for families.
- Attend required trainings and be available for additional training opportunities as identified by the Program Supervisor or Executive Director.
- Perform other duties as specified in the Family Supportive Housing program.

Administrative Duties:

- Maintain appropriate client records as required.
- Data entry and preparation of reports as assigned (training provided).
- Attend local housing and other meetings as assigned.
- Perform additional administrative or other duties as needed.

Qualifications: A degree in Social Work, Human Services, Education, or related field is preferred, with strong case management experience, particularly with families and children and/or with people who have experienced homelessness. Must be detail-oriented; able to

maintain accurate records and prepare progress reports, as well as develop and track client-identified goals. Must be able to communicate and work effectively with a wide range of people and demonstrate a non-judgmental attitude towards clients, focusing on their strengths.

The Service Coordinator should have knowledge of resources in the community and the ability to teach basic life skills, including budgeting and personal safety skills. This person will demonstrate the highest ethical standards and be able to communicate effectively the goals of the Family Supportive Housing program. Must have access to reliable transportation, possess a clean driving record, and pass required background checks. The ideal candidate has a desire to work in a strengths-based environment and a willingness to empower people to overcome housing and employment barriers.

Cultural Expectations: Individual will demonstrate a “can do” approach to their job, maintain a clear customer focus, and support continuous improvement. The individual will be expected to contribute toward the goals of HPC, within the scope of their position. The individual will work effectively and relate well with others, including colleagues and clients, inside and outside of the organization. The employee will exhibit a professional manner in dealing with others, and work to maintain positive working relationships. The individual will maintain confidentiality related to company and client matters.

Terms of Employment: This is a full-time position, with benefits offered by HPC, including: paid vacation, holidays, sick and personal days; dental and vision insurance; a wellness benefit; and a voluntary SIMPLE IRA plan with employer match. The position requires driving of a personal vehicle and is eligible for mileage reimbursement at the prevailing rate. This individual will be hired by the Executive Director, supervised by the Program Supervisor, and subject to an initial probationary period.

Job Type: **Full-time**

Pay: **\$45,500 - \$50,000 per year**

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule: 8 hour shift / Monday to Friday / 8:30am – 4:30pm

Supplemental Pay: Bonus opportunities

Experience: Human Services, Homeless Services, or Case Management: 1 year (Required)

License/Certification: Driver's License (Required)

Work Location: In person

Ready to be a source of Hope and Support for families in our community?

Submit your résumé and letter of interest to leeann@hpcvt.org

EOE