



JOB TITLE: CFH Housing Stability Coordinator
SCOPE: Full Time/Non-Exempt
SUPERVISION: Reports to the CFH Program Director

ORGANIZATION SPOTLIGHT:

At DOORWAYS, our work has **purpose** and our **impact** is real. Join a team that is changing lives of individuals at the intersection of illness and poverty. We build hope through housing, healthcare, and empowerment services.

WHAT WE ARE LOOKING FOR:

The Comprehensive Flex Housing Program (CFH) provides an array of emergency and transitional flexible housing options with person-centered, holistic care to help clients navigate their journey toward independence. The CFH Housing Stability Coordinator serves as the main contact with the clients participating in the CFH program. It is expected that the CFH Housing Stability Coordinator will assist in the promotion of DOORWAYS Maxims and ideals while providing case management and coordinating the resources and support that clients need to become self-sufficient and achieve housing stability. The CFH Housing Stability Coordinator works with clients to develop housing stability plans and coordinate a client support team of internal and external partners to help the client address and remove barriers to housing and help them procure and maintain stable housing. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Assist clients with move-in and ensure that clients complete a welcome orientation.
- Ensure that chart records, assessments, care plans, case notes and all other applicable documentation is gathered and documented in a timely manner as directed. Utilize SCOUT/Service Point/CaseWorthy databases as the main systems of collecting and recording services rendered.
- Assist clients in procuring applicable resources, benefits, and entitlements as appropriate.
- Conduct inspections of emergency housing sites and permanent housing sites as required.



- Coordinate and facilitate a support team for each assigned client to include Ryan White Case Manager and other internal and external supports as appropriate to create and maintain a client-centered housing stability care plan.
- Assist clients in procuring permanent housing in the community as appropriate.
- Interface as appropriate with local CoC Coordinated Entry processes.
- Actively engage clients utilizing housing first principles with a trauma-informed approach.
- Assist in obtaining resources from community social, health and welfare agencies and making referrals to community support(s) to meet the needs of each client.
- Build working relationships with landlords in the community, homeless services providers, health organizations, behavioral health service providers and other related facilities and organizations.
- Attend and actively engage in staff, team, client, and community meetings as directed.
- Complete other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- A Bachelor's degree in Social Work or related area highly preferred
- Experience with shelter and housing services, mental health services and substance use disorder services in the community a plus.
- Experience using client management or case management software systems.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook, or the ability to learn comparable software.
- Ability to travel between multiple programs or housing sites as required to perform essential job duties.

SPECIFIC REQUIREMENTS

- Knowledge of issues related to HIV/AIDS, mental disorders, substance abuse and homelessness as relevant to the position preferred.
- Ability to work effectively and professionally with individuals with varying levels of need, including individuals experiencing crisis situations.
- Ability to perform job duties independently while working collaboratively within a team environment.
- Ability to manage multiple tasks and meet deadlines in a fast-paced work environment.
- Ability to communicate effectively in writing and verbally to perform essential job functions.

PHYSICAL REQUIREMENTS

- Ability to perform computer-based work for extended periods of time, including reading and entering information.
- Ability to move throughout the facility to engage with staff and program participants.



- Ability to safely move, position, supplies or equipment, including handling items up to fifteen (15) pounds, with the use of proper body mechanics, assistive devices, and/or team assistance as appropriate to ensure staff and participant safety.

WORKING CONDITIONS

- Works in a climate-controlled and well-lighted environment with a smoke-free policy.
- Works in an office and throughout the building daily. Periodically works off-site meeting with clients in the community, conducting housing inspections, or attending community meetings.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.