

Position Opening – Housing First Program Coordinator

Full-time, Non-Exempt

Minimum \$40,000 Depending on Qualifications

Under the guidance of the Crisis Intervention and Case Management Services Manager, the Housing First Program Coordinator collaborates with the Case Management Coordinator, the Shelter Program Manager, and the Case Management Team as needed, to assess housing needs for DAIS clients that stem from recent intimate partner violence issues and works to address those needs through both internal and external resources. The Housing First Program Coordinator also cultivates and stewards relationships with external community housing providers and landlords and maintains up to date information for Case Managers and other DAIS staff to provide support and guidance about those resources. As the Housing First Program at DAIS is part of a state-wide pilot program, the coordinator will also work as part of the Housing First Program Implementation Team at DAIS to develop new processes and discern opportunities for meaningful outcome data collection to measure the effectiveness of the program. The coordinator will also be one of the primary points of contact for the evaluation team of the larger state-wide program. The Housing First Program Coordinator demonstrates a commitment to the mission of DAIS and to the needs of clients, works in a fast-paced environment, and can multi-task and handle crisis appropriately.

Summary of Primary Duties (not an all-inclusive list)

- In collaboration with the Crisis Intervention and Case Management Services Manager and the Housing First Implementation Team, plays an instrumental role in developing and implementing DAIS Housing First program initiatives in a manner that considers fit and focus with DAIS Strategic Framework, enhances the client experience, and provides crisis-based services to victims and survivors who are experiencing housing insecurity resulting from IPV.
- Ensures housing support provided complies with funder requirements; collaborates with Housing First Implementation Team to monitor, track, collect, and analyse statistical data on program initiatives to inform data driven decision making and to support housing related funding requests.
- Assists Crisis Intervention and Case Management Services Manager with the development of documented program protocols and procedures.
- Utilizes strong communication and collaboration skills to cultivate new partnerships and to steward existing ones within the community to foster mutually beneficial relationships that will enhance DAIS services to clients.

Qualifications:

There's no such thing as a perfect candidate. *You don't need 100% of the preferred qualifications to add incredible value to our team.* Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity.

DAIS is an equal opportunity/affirmative action employer.

Required:

- A four-year college or university degree in social work, human services, or relevant field is preferred though relevant work experience may be considered in lieu of a degree.
- A minimum of two years of experience with program development and coordination required.
- Proven ability to understand and explain complex financial and contractual information to clients to assist them in making informed decisions required.
- Excellent interpersonal, written, and verbal communication skills along with attentive listening abilities and a demonstrated ability to work with diverse clients and staff in a welcoming, collaborative, supportive, and culturally competent manner is required.
- Experience networking, cultivating new partnerships, and stewarding existing relationships in a manner that is mutually beneficial to both entities required
- Demonstrated ability to exercise flexibility and creativity in helping clients overcome a variety of barriers to well-being and housing stability required

Preferred/strongly preferred:

- Knowledge of both short-term and long-term data collection strategies and experience with data driven decision making strongly preferred.
- Knowledge and understanding of Federal, State, and local fair housing laws, landlord/tenant law, and related regulations strongly preferred.
- Knowledge about the dynamics of intimate partner violence and the impact of trauma required; experience with mobile advocacy and helpline/crisis lines preferred
- Bilingual (English/Spanish) preferred

How to apply:

- **Submit the following 3 things:**
 - ✓ Cover letter – tell us a little about yourself
 - ✓ Resume – tell us what you've done in the past
 - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Applications will be accepted until the position is filled. Incomplete applications will NOT be considered.
- Complete applications may be submitted:
 - Via email as an attachment to: daisemployment@abuseintervention.org
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)

*Benefit package includes:

- Generous PTO accrual (20 hours/month, increases after year two))
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision Insurance
- Flexible Spending Account
- Life & Accidental Death Insurance
- Short-term & Long-term Disability plans
- Employee Assistance Program (provides free legal, financial & work-life services)
- 401(k) plan