



Become our **Housing Stability Coach!** Bring your experience to provide housing stability and income-focused case management services to families living in Third Street Alliance's homeless shelter. The focus is to move sheltered clients from homelessness into permanent housing. You will be an intricate part in providing the tools/resources to assist them to remain in their permanent home.

Essential Job Functions:

- Conduct the assessments to determine housing barriers and develop initial re-housing plan. Assist residents to create realistic goals, address debt, etc.
- Advocate with previous landlords, rental management companies and/or utility companies on their behalf.
- With adult clients, develop a housing stabilization plan to find stable housing, increase income and family stabilization/support
- Collaborate with staff regarding housing searches
- If necessary, accompany families to view units, advocate for families with landlord and assists families with applications and other paperwork
- Assist client in finding housing and negotiating with potential landlords
- Assist residents with move-in activities including referrals to furniture banks
- Regularly meet with families on caseload to review overall progress and to follow-up on tasks and services
- Document, maintain and update internal and external systems regarding services
- Continuously promote good community relations
- Performs other duties as directed or required

Requirements:

- Associates Degree in in psychology, social work, social science, public health or related field preferred (or equivalent combination of formal education and related experience may be substituted for degree)
- Prior experience working with at-risk populations including i.e., low income, mental health individuals and/or families
- Prior Housing search experience preferred
- Knowledge of city, state and federal housing policy and programs preferred
- Excellent communication, interpersonal, organizational and time management skills
- Cultural sensitivity and comfort with a wide range of social, racial and ethnic populations
- Basic computer knowledge, including Microsoft Outlook, Word, and Excel required.
- Ability to work independently.
- Strong organizational and problem-solving skills.
- Ability and willingness to give and accept team feedback; ability to communicate effectively orally and in writing.
- Ability to exercise good judgment and focus on detail as required by the job.