



Job Description

Title: Housing Coordinator

Hourly Position: Fulltime 37.5 hours per week.

Pay range: \$18-20 per hour

PLEASE SEND RESUME TO JACQUELINE HOLLOWAY, HR MANAGER

JHOLLOWAY@CVRM.ORG

Duties and Responsibilities:

1. Performs administrative duties for the Housing manager.
2. Understands and adheres to Housing Policies and Procedures handbook and Housing Schedule.
3. Researches housing availability in the Riverside County.
4. Regularly updates spreadsheet of properties, landlords, and available units for housing purposes.
5. Assisting clients with Individual service plans, budgeting, case management.
6. Ensures that proper forms and documents are acquired and uploaded to Homelink according to HUD (Department of Housing and Urban Development) requirements.
7. Coordinates with Annex and Program staff to add, remove, and adjust client's status on Housing Schedule.
8. Working knowledge of interpreting contracts and other legal documents.
9. Promotes the Mission; fostering positive staff and community relations.
10. Responds and reports emergencies as needed.
11. Additional duties as required by the Program Manager.

Skills and Abilities:

1. Valid Driver's License, capable of passing insurance review for driving Mission vehicles.
2. Working knowledge and experience with Microsoft programs (Word, Excel, PowerPoint), and ability to learn a HMIS. CRM software experience is a plus.
3. Must have strong oral and written communication skills.
4. Duties of maintaining files and records will involve stooping, bending, lifting, and grasping items that could weigh up to 45 lbs.
5. Must speak English clearly to conduct business with individuals of various competencies. Have resources or Spanish speaking capability to communicate with Program clients.
6. Effective interpersonal communications skills, ability to build rapport with others
7. Must maintain excellent public relations skills with the community and other organizations.
8. Must utilize effective time-management, problem solving skills, adapt to Program changes that are modified by Directors of the Mission in the best interest of the client's health, care, and personal growth.
9. Must maintain respectful, collaborative, good working relationships with all clients, staff, Board Members, volunteers and individuals associated from other organizations.

Reports To: Housing Manager