

The Cooperative Downtown Ministries

Housing Coordinator

Job Description

Firehouse Ministries provides emergency shelter, housing, and comprehensive assistance to individuals experiencing homelessness. One of Alabama's largest low demand homeless shelters designed for people who identify as men, the shelter runs 24 hours a day, 365 days a year, serving approximately 215 people every night and close to 5,000 people every year. The shelter provides people with a bed, showers, meals, case managers, and transitional/permanent housing so that they may move beyond shelter to stable housing. The people served at The Firehouse are extremely vulnerable, experiencing a myriad of factors that influence their health and wellbeing.

The Housing Coordinator is responsible for successfully managing Firehouse Ministries' housing programs, providing support to case managers, and developing relationships with landlords and property managers as needed in order to provide quality housing to guests. This position is a supervisory position of 12-15 full and part time staff members and the ideal candidate will successfully lead staff and support guests in a manner that is both best- practice aligned and compassionate.

Responsibilities

- Establish harmonious and collaborative relationships with landlords and property managers, locate housing as needed, and advocate and negotiate with landlords on behalf of participants.
- Effectively manage case managers, housing security, maintenance and program assistants at each housing site. Management duties include participating in the hiring, direct supervision, scheduling, and evaluation of each staff member in housing.
- The Housing Coordinator processes client appeals and mediation, working with case managers and administration to best serve the guests.
- Handle weekly scheduling and emergency scheduling as needed.
- Operate HUD funded housing in the Housing First model and ensure that all housing and housing services are compliant with local, state, and federal law.
- Oversee and participate in HMIS usage and ensure that monthly programmatic reports and grant requirements are accurately completed and returned in a timely manner.
- Oversee and audit case managers to ensure policies and goals are being adhered to. Provide trainings on a regular basis to all staff and as needed to ensure staff growth and development.
- Attend monthly One Roof meetings, weekly supervisor meetings, community meetings, job/volunteer fairs and speaking engagements.
- Ensure housing is clean and maintained- coordinate maintenance/ capital projects for housing sites.
- Effectively analyze and manage programmatic costs and budget adherence.

- Assist Assistant Director and Executive Director as needed.
- Other duties as assigned.

Qualifications

Bachelor's degree in Social Work or in a related field required, Master's degree and licensing strongly preferred

Minimum of 2 years supervisory experience required

3-5 years case management or social services experience required

Must have experience working with diverse populations, experience working with the homeless or disenfranchised preferred

Must have effective interpersonal skills with ability to interact with and manage people of varying social, economic and education levels

Must be highly organized and self-motivated with effective time management skills

Knowledge and/or experience in low income housing and Housing First a plus

Must have a valid driver's license and be insurable

Must have computer skills, HMIS experience desired but not required

Travel:

Must be willing to travel for training and appropriate meetings including local and state COC meetings.

Job Type: Full-time, typically M-F normal business hours. Will require occasional nights, holidays, and weekends as needed.

Benefits Include:

Health insurance for employee

Low cost Dental for employee

Generous time off

Salary commensurate with applicable experience- starting salary is mid 30's

To apply please send cover letter WITH SALARY REQUIREMENTS and resume to Dkovash@firehouseshelter.com. No phone calls please.

Firehouse is an Equal Opportunity Employer