**Rapid Re-Housing Coordinator**

**Title:** Rapid Re-Housing Coordinator

**Direct Supervisor:** Rapid Re-Housing Program Manager

**Program:** Supportive Housing Programs

**Salary Range:** $21.00-$23.00 per hour

**Position Type:**Full Time, non-exempt

**Job Location:**Assigned locations in Adams and/or Weld County and Brighton, Almost Home, Inc. main office

**Work Schedule:**Monday, Tuesday, Thursday 8:30 AM-4:30 PM, Wednesdays 8:30 AM-6:30 PM and Fridays 8:30 AM-2:30 PM. Flexible schedule.

**About the Organization:**

At Almost Home, we prevent and confront homelessness in Broomfield, Adams and Weld County through our Emergency Assistance Programs. Each of our programs are designed to make homelessness rare, brief or one-time. Our targeted services help members of our community develop skills and obtain the resources to reach long-term self-sufficiency. As an agency, we are committed to our mission to empower self-sustainability by providing resource navigation, assistance, and guidance to those experiencing housing instability.

**JOB SUMMARY**

The Rapid Re-Housing Coordinator will work directly with the regional Coordinated Entry team and/or local coordination teams to identify, enroll, and assess households for Rapid Re-Housing and other Supportive Housing Program services. The coordinator will manage a caseload of households in scattered site units within the region and coordinate wraparound services, including employment support, financial education, access to nutritious food, afterschool programs, and mental/behavioral health treatment. The coordinator's primary role is to help each enrolled household reach self-sufficiency. Additionally, the Coordinator will focus on each member of the household, engaging not only with the head of household but with the entire household to address goals and outcomes such as educational progress, physical health, and social-emotional development.

**ESSENTIAL JOB DUTIES AND RESPONSIBILTIES**

* Identify, assess, and enroll families into the Rapid Re-Housing Program;
* Provide ongoing case management, re-housing support, and housing stabilization planning for each household in the Rapid Re-Housing program;
* Support, establish and maintain relationships with participants through continuing phone calls, virtual meetings, community-based meetings and at least once monthly home visits;
* Provide referrals and follow up to any needed services including health, mental health, benefits, education and/or vocational training;
* Maintain client related data tracking systems, including case notes and complete HMIS entries as required;
* Engage in Coordinated Entry and local coordination meetings, case conferences, and assessments;
* Work closely and collaborate within a team-based model to ensure integrated delivery of care coordination and case management services;
* Ensure timely and effective flow of communication between internal departments to ensure the delivery of quality services to the client;
* Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Bachelor’s Degree in a Human Services field or comparable combination of education/work related experience required, individuals with lived experience are encouraged to apply.
* Experience in a social service setting with working knowledge of case management systems and planning techniques.
* Experience working with individuals or families experiencing homelessness, housing instability, or other related challenges.
* Commitment to social justice, equity, and empowering individuals and families to achieve housing stability.
* Ability to network and build relationships, locate and develop housing resource contacts.
* Strong interpersonal and communication skills, with the ability to effectively engage and build rapport with diverse populations.
* Ability to work independently and collaboratively in a fast-paced environment.
* Excellent organizational and time management skills, with attention to detail.
* Proficient in the following computer applications--Microsoft Word, Teams, Excel, and Outlook.
* Bilingual preferred but not required.
* Highly desired: training and work experience in Trauma Informed Care, Harm Reduction, Motivational Interviewing, HMIS (Homeless Management Information System).

**OTHER REQUIREMENTS**

* Must have own transportation to conduct job related travel.

**WORK ENVIRONMENT**

* Provide after hours on-call coverage through a rotating assignment;
* Provide resource navigation during regular shifts at the Housing Navigation Center;

**BENEFITS**

Almost Home offers a competitive financial package with a flexible vacation policy, including a minimum of 14 paid holidays, as well as paid personal and sick time. Almost Home also offers a Simple IRA Retirement Plan with a 3% employer match.

Employees can choose from different comprehensive health plans, along with dental and vision coverage. The organization covers a portion of plan premiums. Benefits also include employer paid Life Insurance (Including Accidental Death & Dismemberment), as well as employer paid Short-Term Disability.

We are looking for stars who share our commitment to diversity, equity, and inclusion, along with our passion for our program participants. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

**Equal Employment Opportunity Statement**

Almost Home, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Almost Home, Inc. values diversity. All employment is decided on the basis of qualifications, merit and mission need.