

Domestic Abuse & Sexual Assault Crisis Center (DASACC) Job Description

TITLE: Housing Coordinator (Bilingual)

REPORTING FUNCTION: Assistant Executive Director / Counseling and Residential Program Manager.

DESCRIPTION: The housing coordinator is responsible for coordinating the organization's countywide emergency housing program in order to quickly and efficiently link current clients to permanent housing.

DUTIES:

Administration

1. Maintain up-to-date documentation in database system and ensure that client files are maintained according to agency standards.
2. Complete required reports including monthly board reports and grant reports.
3. Develop a job manual and regularly update the manual.
4. Attend weekly individual and group supervision.
5. Attend all staff meetings, agency trainings, and outreach and awareness events.
6. Act consistently with agency's philosophy and expectations.
7. Perform all other related duties as required.

Case Management

1. Develop and implement emergency housing and the Domestic Violence Housing First (DVHF) Project.
 - a. Establish a hotel/motel placement system for emergency and/or shelter client placements.
 - b. Work closely with NJCEDV's Housing Coordinator and local housing organizations to develop a network of housing resources for clients.
 - c. Develop DV Housing First project within the county, including survivor-driven, trauma-informed mobile advocacy, and flexible financial assistance.
2. Identify and reach out to culturally specific organization to assess needs and develop processes for inclusion in housing assistance programs for clients.
3. Provide or coordinate emergency crisis intervention counseling when necessary.

Training and Programming

1. Develop, review, and assess progress of the DVHF program and make regular changes, as needed.
2. Present to new staff/volunteers' portions relating to job function of DASACC's mandated 60-hour staff/volunteer training.

Community Relations

Under the direction of your supervisor:

1. Attend community and state-level peer support meetings.
2. Interface with other agencies and network to resolve issues.
3. Represent the agency and participate in speaking engagements.



Other

1. Complete sixty-hour victim counselor privilege training within first six months of employment.
2. On call for SART at least four weekends per year.
3. Work Wardrobe of Hope once per year.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in human service field is required.
2. Must be bilingual (Spanish/English).
3. Commitment to the anti-violence movement and cultural competency.
4. Skilled in critical thinking, written and verbal communications, problem-solving, and advocacy.
5. Adaptable to a changing environment, collaborative, and reliable.
6. Computer literacy and comfort with database system and reporting.
7. Valid NJ driver's license.