



Michigan Ability Partners Job Description

Title: Housing Supports Coordinator

Program: Housing Supports Team

General Description: The Housing Supports Coordinator will act as the service coordinator for MAP permanent supportive housing projects owned and/or operated by MAP. This position will report directly to the Clinical and Administrative Housing Supports Team Leaders.

Typical Duties:

1. Provide service coordination for assigned participants as defined by a client centered action plan.
2. Provide individual and group clinical services to residents with the aim of creating a community that supports recovery from homelessness.
3. Assist consumers to secure entitlements, recommending payee services where needed.
4. Advocate with appropriate community agencies to secure needed services for assigned clients.
5. Serve as the agency representative when meeting with community agencies.
6. Coordinate services with Vocational Programs and area volunteer programs to promote productive daily activity and attaining or increasing income when necessary.
7. Assist participants in developing life skills to include basic tenant rights and responsibilities to maintain rented unit, budgeting and financial literacy support, and self-care plans.
8. Assist participants with accessing community support services such as medical, mental health, substance abuse.
9. Work with participants and property owners to create eviction prevention plans in order to support housing permanency.
10. Mediate interpersonal issues among residents.
11. Provide 24/7 on-call staffing for assigned housing sites.
12. Provide crisis intervention as needed.
13. Research and recruit property owners to identify affordable housing options for individuals experiencing homelessness.
14. Maintain clinical records and all program specific documentation requirements.
15. Complete information requested for reporting to funding sources by maintaining monthly statistical program evaluation.
16. Serve on general agency committees as assigned.
17. Carry out marketing and public relations work related to the projects.
18. Facilitate tenant meetings, community organizing and social activities as desired by residents.
19. Conduct inspections, safety checks and emergency safety plans.
20. Enter and maintain data into HMIS system.
21. Participate in staff meetings and required agency trainings.
22. Other duties as assigned by the Team Leader and CEO

Qualifications: Bachelor's or Master's degree in Social Services, Human Services or related field and experience working with persons with the following issues: chemical dependency, homelessness, and psychiatric disabilities. Must uphold the values, principles and standards of the NASW Code of Ethics. Must have a valid driver's license. Must be able to lift up to 25 pounds, bend, sit and walk for extended periods of time. Must be able to work 40 hours per week.

Salary: \$32,000-\$34,000.

Status: Full Time Position

To Apply: Forward copy of resume and cover letter to monicamann@mapagency.org

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