

Job Title	Housing Coordinator (Bilingual preferred)	Department	Transitional Housing Department
FLSA Status	Hourly, Non-Exempt/Union	Reports to	Transitional Housing Services Director
Classification	Part-Time (20-24 hours per week)	Start Date	Immediate
Location	On-Site: Second Step Office	Schedule/Hours	Mon-Friday/Some Evening and Weekends – Hours TBD
Pay	\$32.50 - \$38.70 per hour	Benefits Eligibility	Yes, prorated Benefits (Vacation, Sick leave, Medical/Dental Vision & Retirement)

CENTER FOR DOMESTIC PEACE addresses domestic violence at every level in Marin County through crisis response, survivor support, prevention, and systems change. Founded in 1977, Center for Domestic Peace (C4DP) is at the forefront of the movement to end domestic violence in Marin, championing systemic change and empowering survivors through comprehensive support and community education. C4DP works to ensure the safety and well-being of victims and survivors of domestic violence, promote accountability for those who cause harm, and foster prevention through collaborative community efforts. Its programs include a 24-hour hotline; emergency shelter and transitional housing; legal systems advocacy; therapy and support groups; youth and school-based prevention programs; community education and trainings; programs that support accountability and nonviolent behaviors; and long-term healing services rooted in dignity.

POSITION OVERVIEW: Reporting to the Transitional Housing Services Director, the Housing Coordinator provides trauma-informed, survivor-centered case management, housing advocacy, and program support to transitional housing residents as they work toward healing, housing stability, and long-term self-sufficiency. The Housing Coordinator supports residents with individualized goal planning, resource navigation, housing search and placement activities, and connections to community services. The ideal candidate is collaborative, energetic, and experienced in supporting survivors of domestic violence, particularly in helping individuals and families identify, secure, and maintain safe housing. This position provides mobile advocacy services and may meet with residents at C4DP worksites, housing locations, or other appropriate community-based locations. The Housing Coordinator also supports program activities by facilitating empowerment groups and completing technical and administrative tasks that advance the needs of the program and organization. Use of the employee's personal vehicle is required for program-related travel; mileage, parking, and a cell phone stipend may be reimbursed in accordance with agency policy and eligibility requirements.

PRIMARY JOB RESPONSIBILITIES:

These are core functions of the job. **Additional duties may be assigned as needed.**

1. Demonstrate commitment to the organization's purpose and values;
2. Provide trauma-informed, survivor-centered case management to transitional housing residents, including regular check-ins, goal planning, safety planning, crisis support, and coordination of individualized service plans.

3. Conduct comprehensive assessments of resident needs, strengths, barriers, and housing stability goals, with attention to safety, income, benefits, childcare, transportation, health, legal, and other supportive service needs.
4. Assist residents in developing and maintaining transition plans that support healing, economic stability, permanent housing readiness, and long-term self-sufficiency.
5. Assist survivors in locating and securing safe and affordable housing options following their term of transitional housing.
6. Provide guidance and hands-on support with housing applications, Section 8 and other subsidy applications, leases, landlord communication, rental documentation, budgeting for housing costs, and move-in planning.
7. Maintain relationships with landlords, property managers, housing authorities, and community partners to support housing access, prevent housing instability, and expand suitable housing options for survivors.
8. Provide information, referrals, warm handoffs, and follow-up support to community resources, including legal services, counseling, public benefits, employment, education, childcare, healthcare, and social services.
9. Maintain detailed, accurate, and confidential case files documenting resident contacts, assessments, service plans, referrals, progress notes, outcomes, and services provided in accordance with agency and funder requirements;
10. Prepare regular progress reports on residents' transition plans, housing search activities, service utilization, participation, and outcomes.
11. Monitor resident progress toward program goals and support residents in addressing barriers to housing stability, including conflict resolution, lease compliance, household management, and connection to additional supports.
12. Advocate for survivors' rights and needs within the community and with relevant agencies, systems, landlords, and service providers.
13. Collaborate with local housing organizations, service providers, and government agencies to strengthen coordination, improve access to services, and expand housing options for survivors.
14. Coordinate resident move-in, move-out, and transition activities in partnership with the Transitional Housing Services Director and program team, including orientation to program expectations and coordination of basic household needs.
15. Provide administrative and program support to the Second Step team, including the Program Director and Economic Empowerment & Housing Specialist.
16. Track resident participation, assist with outreach to increase engagement, and support resident participation in empowerment groups, workshops, meetings, and other program activities.
17. Maintain daily statistics for Housing Programs to support staff awareness of program vacancies, financial assistance availability, service delivery, and data needed for progress reporting.
18. Maintain and exercise cultural humility, awareness, and sensitivity to diversity in all interactions with residents, staff, volunteers, landlords, and community partners.
19. Attend staff and department meetings and participate in community and special events as schedule permits.
20. Stay current with grant parameters, available funds, allowable expenditures, and program record-keeping requirements in accordance with funding guidelines.
21. Offer program assistance to the CYCP division by facilitating empowerment support groups, along with delivering technical and administrative support.
22. Perform other duties as assigned to support the effective operation of the transitional housing program.
23. Ability to work a consistent schedule.

DESIRED QUALIFICATIONS:

1. Bilingual Spanish speaking preferred but not required.
2. Requires BA or 2-4 years relevant educational training and/or experience.
3. Experience coordinating housing services for domestic violence survivors and their children, with previous work in housing search and placement, section 8 applications, landlord/tenant outreach highly desired.
4. Demonstrated competence with program coordination, including but not limited to training, public speaking, facilitation, collaboration, detailed program planning and timely implementation.
5. Strong proven ability to: mediate differences of philosophy and opinion; maintain calm, efficient, and collaborative approach to work while managing competing priorities in a fast-paced, highly productive work environment, work independently and as a team member; think critically and with foresight, carry out assignments with limited direction, adapt to change, and be nimble and flexible.
6. Completion of mandated 40-hour Domestic Violence Counselor training (post-employment)

JOB REQUIREMENTS

1. Excellent written and oral communication skills.
2. Experience providing tech training and support to beginner tech users navigating Housing Authority and other technical applications highly desired.
3. Familiar with resources for domestic violence victims and their children in Marin County.
4. Experience working with culturally diverse populations, primarily African American and Latinx women.
5. Desire to empower families from diverse cultures and backgrounds.
6. Experience, ability, and willingness to communicate with and value staff and participants from diverse range of racial, cultural, and economic backgrounds with various language capabilities, religious beliefs, lifestyles, sexual orientations and identifies, age variance and abilities.
7. Intermediate computer skills: comfortable with Office 365 applications including SharePoint and OneDrive collaborations and storage, MS Word, Excel, PowerPoint, Outlook calendar, Asana, and Zoom platforms.
8. Experience in data entry and use of Salesforce preferred.
9. Demonstrated cultural awareness skills with the ability to build a common agenda with people from different cultures than your own.
10. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm, and participation while adhering to program protocols and maintaining professional boundaries.
11. Sensitivity and understanding of the issues of domestic violence and feminist principles; racial/gender equity and other oppressions, alignment with Center for Domestic Peace's Statement of Purpose and organizational philosophy.
12. Available for some evening and weekend hours.
13. Must meet screening requirements, which includes criminal justice clearance and fingerprinting as required by C4DP.
14. Valid driver's license, auto insurance, and vehicle required along with personal auto insurance that meets the minimum liability insurance requirements in California; must be able to travel independently between multiple work sites within a day.

PHYSICAL REQUIREMENTS

- Candidate must be able to lift to 30 pounds.
- Ability to move within the office environment and ability to climb stairs.
- Ability to write by hand and use a keyboard to perform general office functions.
- Ability to communicate continuously by speech and hearing.
- Visual acuity (close, distant, peripheral vision, and the ability to adjust focus and view accurate color perception and objects at near distances) needed for detail work and computer use.
- Ability to sit for extended periods of time
- Position requires driving your own vehicle whenever necessary to meet program needs.

Reasonable accommodation may be made to enable individuals with disabilities to perform the

essential functions.

Center for Domestic Peace is an equal opportunity employer, committed to the principles of non-discrimination and equal opportunity in employment and in the delivery of services. C4DP commits to ensuring that the work environment of its employees and volunteers are free from all forms of discrimination, harassment, and retaliation based on Age (40 and over), Ancestry, Color, Religious creed (including religious dress and grooming practices), Denial of FMLA, Disability (mental and physical including HIV and AIDS), Marital status, Medical condition, Genetic information, Military and veteran status, National origin, Race, Sex/gender (includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy), Gender identity/gender expression, and Sexual orientation.