

Center for Domestic Peace
SECOND STEP HOUSING SERVICES COORDINATOR
JOB ANNOUNCEMENT

TITLE:	Housing Services Coordinator – Bilingual (Spanish/English) Required
HOURS:	Full-time M-F 10am-6pm, some evenings
COMPENSATION:	\$26.46-\$29.35 per/hr. (includes additional bilingual pay)
LOCATION:	Hybrid, on site as needed
BENEFITS:	Vacation, Sick Leave, Medical/Dental/Vision, and Retirement Pay
STATUS:	Non-Exempt/Union
START:	Immediately
TO APPLY:	COVER LETTER AND RESUME REQUIRED

***(Those not meeting 100% of the requirements will start at a rate 5-10% below the top. Advancement beyond the top of the range occurs annually through the C4DP merit program)**

CENTER FOR DOMESTIC PEACE is a non-profit organization founded in 1977, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

SUMMARY

Second Step provides 21 units of transitional housing with comprehensive supportive housing services for domestic violence survivors and their children. Supportive housing services include participation in a dedicated on-site Economic Empowerment program, designed to increase resident's economic self-sufficiency that includes educational classes such as how to start and run a business. Second Step also offers case management, individual counseling, support groups, crisis intervention, skill-building workshops, and assistance securing long-term permanent housing.

The ideal candidate for this position is an energetic individual with experience assisting individuals find and secure housing and the ability to work collaboratively within a team. The Housing Services Coordinator will work with transitional housing applicants and residents to ensure that they have everything that is required to qualify for the program. They will support residents on their housing search by assisting completing housing applications digital access to required documents for securing their permanent housing and accessing participant funds. They will assist the Second Step team with obtaining releases of confidentiality, entering data in Salesforce and other administrative responsibilities as requested.

PRIMARY JOB RESPONSIBILITIES

1. Assist residents preparing and applying to Second Step.
2. Assist residents with permanent housing searches, filling out applications and ensures eligibility.
3. Helps expand range of housing options for residents.
4. Assist residents in completing the necessary paperwork to secure section 8 HUD vouchers.
5. Facilitate connection and communication between residents and landlords.

6. Provide administrative support to the Second Step team, including Program Director and Economic Empowerment Specialist.
7. Follow up with landlords/collaborators to increase/maintain collaboration.
8. Track resident participation and assist with outreach to increase participation.
9. Oversee provision of referrals for housing and other community resources.
10. Increase resident capacity and completion of digital consent forms.
11. Welcome new residents with orientation packets.
12. Assists with disbursement of flexible financial assistance for residents.
13. Contributes to collection and input of data needed for progress reporting.
14. Maintain and exercise cultural awareness and sensitivity to diversity.
15. Maintain program record-keeping in accordance with funding requirements.
16. Ability to have a flexible schedule.

REQUIREMENTS

1. Requires BA OR 2-4 years of relevant educational training and experience coordinating housing services for program participants.
2. 2-3 years' experience conducting program intakes and maintaining communication with participants concerning their needs and the needs of their children.
3. 1-2 years' experience providing tech training and support to beginner tech users.
4. Certified Domestic Violence Counselor including completion of 40 Hour Domestic Violence Advocate Training (if completed after hire, starting pay will be reduced).
5. Bilingual English and Spanish skills, written and verbal.
6. 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.
7. Experience in data entry and use of software, Salesforce preferred.
8. Experience assisting individuals with permanent housing searches.
9. Experience coordinating with landlords once housing has been secured.
10. Experience assisting individuals completing the necessary paperwork to secure section 8 HUD vouchers.
11. Excellent written and oral communication skills.
12. Familiar with resources for domestic violence victims and their children in Marin County.
13. Demonstrated cultural awareness skills with the ability to build a common agenda.
14. Resourcefulness, flexibility, self-motivation, and ability to inspire enthusiasm, and participation while adhering to program protocols and maintaining professional boundaries.
15. Sensitivity and understanding of the issues of domestic violence and feminist principles; alignment with Center for Domestic Peace's Statement of Purpose and organizational philosophy.
16. Criminal justice clearance and fingerprinting as required by C4DP.
17. Valid driver's license, auto insurance, and vehicle required along with personal auto insurance limits of 100k/300k.
18. Ability to lift 30 pounds.

CENTER FOR DOMESTIC PEACE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training.

TO APPLY: Submit resume with a cover letter to:

Encarny Aguado, Transitional Housing Services Director eaquado@c4dp.org

No Phone Calls Please