



JOB ANNOUNCEMENT

JOB TITLE: Family Housing Coordinator
JOB TYPE: Full-Time, At-Will, Salaried Position
SUPERVISOR: FRSP Program Manager

POSITION SUMMARY:

As a Family Housing Coordinator with The Community Partnership for the Prevention of Homelessness, you will support our daily operations and management of the Family Rehousing and Stabilization Program (FRSP), better known as the Family Rapid Rehousing program. This position functions as part of our Family Programs Team to support our portfolio of community-based organizations subcontracted to provide case management services to program participants. In this role, you will be responsible for ensuring our subcontracted Service Providers are delivering services to participants according to all programmatic and contractual requirements, policies, rules, and standards.

Core duties of this position include: ensuring the creation and continuity of subsidy payments for participants, processing programmatic requests for Providers' participants, managing and overseeing a designated portfolio of FRSP subcontracts, ensuring services are unified amongst Providers, and supporting compliance with Contract and Program regulations.

SALARY: \$65,000.00 - \$75,000.00 (Depending on Experience)

ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:

- Manages a portfolio of subcontracted Service Providers while maintaining complete and accurate records and data on program participants and activities in databases
- Provides support to Service Providers on the principles of the Rapid Rehousing model, Housing First model, TANF Service Integration model, and Tenants' housing rights as needed
- Processes participants' and/or Service Providers' requests in an accurate and timely fashion, which include but are not limited to: Quarterly Recertifications, Relocation, Rent Recalculations for Changes in Income, Complaint Inspections, Transfers, Exits etc.
- Provides technical assistance and guidance for Service Providers through a firm understanding of the rules and policies which govern the program
- Generates payments for participants receiving Rapid Rehousing assistance

- Ensures service delivery is unified across Service Providers in portfolio
- Supports and assists with monitoring activities as needed to ensure contract compliance
- Attends meetings as required of the position and as needed to represent The Community Partnership
- Assist with other duties or projects as assigned

QUALIFICATION/ REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

EDUCATION/QUALIFICATIONS

- Bachelor’s degree plus a minimum of 3 years work experience in Social Work, Human/Social Services, or an equivalent combination of education and relevant work experience.
- Experience in Homeless Services or a Continuum of Care a plus.

REQUIRED SKILLS AND ABILITIES

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- High level of attention to detail.
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time.
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- Ability to maintain a professional demeanor in a variety of settings and when interacting with various individuals.
- Experience using web or cloud-based platforms such as Office 365, Smartsheet, etc.
- Ability to conduct self-directed work and/or function as a part of a team.
- Ability to make decisions independently.
- Experience using Salesforce or HMIS database systems a plus

APPLICATION PROCESS

- Email a cover letter and résumé to Jane Oh (joh@community-partnership.org) with Family Housing Coordinator in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

The Community Partnership for the Prevention of Homelessness values the safety of our employees, our clients, our vendors, and our visitors. If you are selected for this job, you must be fully vaccinated against COVID19 or be eligible for an exemption. Even if granted an exemption, employees will be required to provide weekly testing results to show that they are

COVID19 negative. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID19 (or eligible and approved for an exemption) before you can begin working for The Community Partnership.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307)