

## Job Posting

**Position Title:** Senior Housing Coordinator

**Agency:** Community Action Partnership

**Classification:** Exempt

### **Agency:**

Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing.

### **JOB SUMMARY:**

- Provide regular individual supervision to STEHP facilitators. Coordinator is also available to provide support and guidance to facilitators.
- Describe each of the Housing Programs to potential participants, landlords and community.
- Meet with STEHP and Transitional clients weekly, bi-weekly or monthly based on need and weighted case load. Offer information and referrals to each consumer based on the needs of the individual. Provide follow up with families who are working on goals that address the root causes of homelessness in their household.
- Help clients with meeting their goals in their service plan.
- Facilitate tenant meetings on a monthly basis for the Transitional and STEHP clients providing program updates, reviewing rules & regulations and enhancing their knowledge of local community partners/services.
- In conjunction with the Supportive Services Program Manager maintain a community presence and regular contact with local community partners to address the needs of the homeless in the county including street outreach, representing CAP at local events, and attending various coalition/committee meetings in Madison County.
- Assist Supportive Services Program Manager with Housing reports.

### **QUALIFICATION AND SKILLS:**

- High School diploma with five years' experience in human services field required. AAS Degree preferred.
- Prior supervisory experience preferred.
- Experience with Section 8 (HUD) housing preferred.
- Must have excellent working knowledge of computers and software such as Microsoft Word, and Excel. Experience with a Homeless Management Information System (HMIS) preferred.
- Must possess strong communication skills, organizational and time management skills.
- Must be able to identify and nurture strengths and have the ability to establish trusting relationships with culturally diverse populations.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this

position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.