



Job Description

Job Title:	Housing Coordinator
Reports to:	Administrative
FLSA Status:	Nonexempt; part-time

Job Summary:

The role of the Housing Stabilization Services (HSS) **Housing Coordinator** is to assist clients with obtaining and maintaining housing. The Staff will assist clients with planning for, finding and moving to homes of their own in the community. The Staff will also assist clients with maintaining housing in their own home in the community. The staff will provide services in the three categories of the Housing Stabilization Services program. Housing Consultation, Housing Transitioning, and Housing Sustaining.

Essential Duties:

Advocacy –

- Advocate for affordable and accessible housing, employment opportunities, and adequate and accessible transportation.
- Good knowledge of the Twin Cities area and other partnering counties
- Knowledge of benefits/ assistance programs in Minnesota
- Collaborating with property owners and landlords to help the client secure the housing

Education and Experience:

- GED or High School Diploma
- Ability to travel to various agencies, businesses, and meet with clients in their homes, if needed.
- Must be computer literate including intermediate skills in the use of Word, Excel and Outlook.
- Effective communication skills (written and oral).

Licenses/Certifications:

- Valid MN Drivers' License (this is a condition of employment) and insurable driving record.
- Must meet and maintain all required trainings, certifications etc. as needed.

Language Skills:

- Ability to read, write, and comprehend English effectively.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



This job description is intended to convey information essential to understanding the scope of the **Housing Coordinator** position and is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee's Name (Printed)

Employee's Signature

Date