

Supportive Housing Program Coordinator

We are seeking a dynamic and compassionate Supportive Housing Program Coordinator to provide stable, affordable, and supportive housing solutions for individuals experiencing homelessness and those from underserved communities. This vital role involves coordinating housing assistance programs, collaborating with community partners, and ensuring compliance with federal, state, and local housing regulations. The ideal candidate will be energized by making a tangible difference in people's lives, possess excellent communication skills, and demonstrate a strong commitment to social justice and equity. This paid position offers an exciting opportunity to contribute to transformative housing initiatives that promote independence and well-being for high-risk populations.

Duties

- Develop and manage supportive housing programs utilizing federal (e.g., LIHTC, Section 8) and local housing assistance resources to maximize client access to affordable housing options.
- Build and maintain strong relationships with landlords, property managers, and community organizations through negotiation, outreach, and ongoing engagement.
- Conduct comprehensive client assessments to identify needs related to mental health, addiction recovery, and other social services; develop personalized case management plans.
- Provide crisis intervention and crisis management support for clients facing urgent housing or mental health challenges.
- Facilitate motivational interviewing sessions to encourage client engagement in housing stability efforts and personal growth.
- Ensure compliance with Fair Housing regulations, HUD guidelines, and property management standards while supporting clients in high-risk populations.
- Utilize property management tools and Microsoft Office applications to document case progress, maintain records, and generate reports.
- Offer culturally competent support tailored to diverse communities while respecting individual backgrounds and experiences.
- Advocate for clients during landlord negotiations or disputes related to lease agreements or tenancy issues under landlord-tenant law.
- Coordinate with addiction counselors, social workers, and other service providers to deliver holistic support addressing clients' complex needs.

Qualifications

- Proven experience working with individuals experiencing homelessness or living in underserved communities within social services or supportive housing settings.
- Strong knowledge of housing assistance programs such as Section 8 (Housing Choice Voucher Program), LIHTC (Low-Income Housing Tax Credit), HUD regulations, and Fair Housing laws.
- Familiarity with property management tools, Microsoft Office suite, and documentation procedures.
- Ability to communicate effectively with clients from diverse cultural backgrounds using motivational interviewing techniques.
- Strong understanding of landlord-tenant law as it pertains to supportive housing settings.
- Exceptional organizational skills with attention to detail in recordkeeping and reporting requirements.

Join us in making a meaningful impact by empowering individuals through stable housing solutions! We are committed to fostering an inclusive environment where every voice is valued as we work together toward shared goals of dignity, independence, and hope.