



Housing Services Coordinator
Job Description /
Physical Requirements and Potential Hazards

Supervisor(s): Dir of Housing	EEOC code:	Effective Date: 2.1.2013	Requirements:
FSLA Status:	L & I code: 8	Revision Date: 11/15/18	
Supervises: N/A			

ESSENTIAL JOB FUNCTIONS:

Oversee assistance provided to people seeking housing and related services by providing direct services and referrals; provide statistical reports to funders and OlyCAP Administration.

1. Provide direct services and/or referrals to people seeking housing related services within assigned housing grants;
2. Conduct intake, assessment and enrollment;
3. Oversee and assist in the creation of an Individualized Housing plan;
4. Perform, maintain and document case management including: direct basic and supportive services; information and referral; home inspections; and follow up with enrolled housing program clients, consistent with the Individualized Housing Development Plan as directed by each housing grant guidelines;
5. Complete and submit vouchers for direct service;
6. Provide crisis intervention; crisis-related referrals; and follow up services/documentation;
7. Maintain client's files as stated within housing grant guidelines.

All other duties as assigned.



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KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge or experience with public health issues and knowledge of social service networking;
2. Highly motivated and willing to participate in program activities and interact effectively with others; ability to work well with people of diverse backgrounds;
3. Well-developed verbal and communication skills;
4. Aptitude for making accurate assessments of client needs;
5. Ability to handle stress when working with people in crisis;
6. Ability to work well with a team as well as independently;
7. Ability to coordinate, track and document the delivery of direct service;
8. Knowledge of computer applications required;

QUALIFICATIONS:

1. Preferred Bachelor's degree in a related field from an accredited public or private institution with at least 30 qtr. hours or the equivalent semester hours in the field of adult education, human development, human services or social work.
2. Experience in shelter/housing related case management; low income families or crisis intervention
3. Experience in working with people from diverse cultural, socio-economic, experiential and educational backgrounds.

* NOTE: In some cases experience may substitute for some of the education requirements, depending upon the nature and duration of experience.



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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting		X			
Walking		X			
Standing		X			
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers		X			
Grasping with hand, gripping		X			
Lifting/carrying 10-25 pounds					



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	NA	NE	O	F	C
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling	X				
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors	X				
Hearing conversations or sounds					X
Hearing via radio or telephone				X	
Communicating through speech					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				



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	NA	NE	O	F	C
Exposure to insect bites or stings	x				
Work/travel in boat/small aircraft	x				
Exposure to aggressive/angry people			x		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

 Employee Signature

 Date