



Position Title:

Employment Classification:

Reports to:

Department:

Position Summary:

Job Description

Housing Coordinator

Full-time; Hourly, Non-exempt

Director

Youth Services

The Housing Coordinator enables former and current foster youth to apply and qualify for sustainable housing. Housing Coordinator works to actively increase housing opportunities for Orangewood Foundation youth through development and maintenance of positive relationships with housing providers throughout Orange County.

Major Areas of Responsibility:

Increase and Expand Housing Options

- Develop and maintain mutual relationships with housing providers (e.g.: local apartment complexes, supportive housing agencies, and housing nonprofits) throughout Orange County
- Coordinate consistent outreach and network opportunities with community housing providers to create ongoing and positive partnerships
- Establish supportive and understanding relationships with landlords
- Coordinates landlord negotiations and contracts
- Represent the organization at community meetings regarding housing issues for homeless populations; assisting with educating the community on changing policy as it relates to foster youth access to affordable housing
- Provide community based mobile supportive services to foster youth including transportation assistance and/or temporary rental assistance
- Research and establish specific housing options for youth who may be relocating out of state and/or have disabilities

Management Duties

- Act as "go to" individual for youth housing related needs
- Act as a liaison between housing partner, youth, and staff
- Provide crisis intervention, as needed, to support staff and young people
- Maintains a listing of all active and available housing partnerships
- Ensure the daily input of data into the Youth Information System and other databases
- Work within established budget and manage program expenses
- Provide orientations/interviews for new clients, staff, volunteers and others
- Ensure fidelity of organizational policies and procedures
- Administer distribution, updating and logging of current resources
- All other duties as assigned

Orangewood Way Implementation

- Assist staff in identifying resources to assist youth in becoming self-sufficient
- Assist staff with case management of youth through facilitation, mediation, coaching and additional support as needed
- Provide one-on-one case management to assigned youth as needed

Knowledge, Skill and Experience Requirements:

- Bachelor's Degree in Human Services, Sociology, Social Work, Education, Psychology, or related field required
- Minimum of 5 years of experience in the human services field, higher education, working with homeless youth, foster youth, counseling, or relevant experience
- Management experience a plus
- Familiarity regarding Orange County housing communities and their challenges/barriers with providing opportunities to homeless youth
- Knowledge of housing contracts/landlord negotiations
- Demonstrate a strong understanding and be comfortable working with young people who present with, substance use, mental and behavioral health, and/or are homeless
- Possess knowledge and understanding of higher education, financial aid, scholarship, etc.
- Be comfortable with and understand adolescent & child abuse issues
- Strong written and oral communication skills
- Must be able to do public speaking and be comfortable speaking on the phone, presenting oneself in professional and community settings
- Demonstrate strong, independent project management skills
- Ability to multi-task, be detail oriented, independently make significant decisions, and be a self-starter
- Proficient in Microsoft Office applications; Outlook, Word, Excel, Power Point
- Bilingual in English and a county threshold language preferred
- Must be a minimum of twenty-one years old
- Pass a background check and DMV clearance
- Possess a valid California driver's license and proof of automobile insurance

Essential Qualities:

- Understanding of and passion for the Orangewood Foundation's mission and vision
- Exemplifies organizational core values of trust, respect, and compassion
- Demonstrates operating principles of communication and teamwork
- Displays the essential attitudes by approaching work with flexibility and positive attitude
- Displays ethical decision making ability and confidentiality
- Models leadership and professionalism
- Ability to multi-task and maintain organization
- Must be detail-oriented team player with the ability to self-start
- Enjoys working with youth, young adults, volunteers, community partners, etc.

Working Environment/Physical Requirements:

Primarily an office job. Position requires use of personal vehicle to transport youth and occasional driving to meetings, workshops, events, etc. Modification to work schedule may be made based on need of the Foundation. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 50 lbs (i.e. tables, chairs, food, water, etc.)

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Orangewood Foundation is an Equal Opportunity Employer.

5/09/19