



## Job Announcement

**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking The Housing Services Coordinator is responsible for the provision of housing stabilization services to households participating in the San Mateo County programs who are experiencing homelessness or are at risk of homelessness .

**San Mateo County Housing /** Provides a variety of services to increase housing stability including; counseling, employment support, referrals to financial/credit counseling, referrals to legal services, and developing an individualized housing plan that includes a path to permanent housing stability subsequent to financial assistance.

### How You Make an Impact:

- Provision of comprehensive housing related case management to participants and developing individualized case plans.
- Working closely with other partner agencies to refer and provide services to participants.
- Coordination of services for program participants to ensure that participants are receiving essential services to increase health and housing outcomes.
- Assist housing staff for each referred household.
- Troubleshoot housing issues and challenges.
- Ensure timely completion of income certifications, exit documentation, and any other necessary paperwork by coordinating closely with case management partners.
- Attend program meetings with internal and external partners to coordinate services and ensure quality services.

### How You Meet the Qualifications:

- Professional experience in the human services, social work, psychology or related field and demonstrated experience working with for low income, special needs individual and families.
- Associates Degree required, BA/BS preferred.
- Minimum two years of experience working in housing field with strong knowledge of San Mateo County housing market and geography.
- Excellent knowledge of computer systems preferred.
- Knowledge of federal, state and local fair housing laws.
- Excellent written and oral communication skills.
- Detail oriented with strong organizational and time management skills.
- Able to frequently travel in the area of responsibility, have reliable transportation, a valid and current CA Driver's license and insurance is required.
- Bi-lingual candidates welcome.

### How Abode Appreciates/Values You:

- **Competitive Pay Range: \$24.00-\$25.00 per hour.**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Supportive Supervision, Leadership Academy Programs, Professional Development Trainings

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**