

HomeShare Coordinator

Mission

ElderHelp provides services and information that help seniors live independently and with dignity.

Values

Compassion ~ Integrity ~ Community ~ Accountability ~ Respect ~ Excellence

POSITION SUMMARY

The HomeShare Coordinator is responsible for a variety of duties that facilitate and maintain roommate matches in the HomeShare Program. The HomeShare Coordinator assesses, interviews, and finds suitable roommate matches providing mediation and ongoing support to program participants. The HomeShare Coordinator assists in providing information and referrals to callers looking for affordable housing options. The HomeShare Coordinator is patient, a good judge of character, and has excellent conflict resolution and critical thinking skills.

REPORTS TO

Housing Service Coordinator

ESSENTIAL FUNCTIONS

Outreach

- Works with the Outreach Manager to plan and implement targeted outreach that promotes the program and the organization
- Attends monthly networking meetings as needed

HomeShare

- Conducts initial screening of program applicants and determines eligibility and appropriateness for HomeShare
- Conducts personal interviews and home visits and completes reference checks for prospective HomeShare clients
- Facilitates roommate matches and obtains rental agreements and negotiates service exchange agreements
- Makes, at minimum, quarterly follow-up contact with clients who are in matches and to clients who are awaiting matches
- Provides mediation services to clients in on-going matches
- Refers callers to appropriate housing resources as well as other community resources
- Attends monthly HomeShare Team meetings
- Helps with Match & Mingle by inviting clients to the event, tracking RSVP's, and preparing paperwork and supplies

General

- Keeps all documentation up to date
- Maintains monthly statistics and submits to supervisor in a timely manner
- Adheres to the NASW code of ethics
- Other duties as assigned

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in the following fields: Social Work, Counseling, other Social and Behavioral Sciences, and Gerontology. Minimum of 2 years' experience working with seniors or affordable housing issues. The ideal candidate must have excellent written and verbal communication skills and have strong conflict resolution skills.

SALARY

This is a part time, temporary assignment from May 2019 – August 2019. \$16-\$18/hour DOE.

TO APPLY

Send cover letter and resume to Shanika Webb at swebb@elderhelpofsandiego.org by 4/26/2019. Please refer to our website for more information on services and programs. Please no phone inquiries, fax transmittals, or walk-ins.

This Job Posting is intended to describe the general nature and level of work being performed. It is not meant to be construed as an exhaustive list of all responsibilities, duties and skills required by this job classification.

ElderHelp of San Diego is an equal opportunities employer that values diversity in its many forms. ElderHelp does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, religious beliefs, sexual orientation, veteran status or disability.