

## Housing Services Coordinator

### **Mission**

*ElderHelp strives to enhance the quality of life for seniors by providing information and services that help them live independently and with dignity.*

### **Values**

*Compassion ~ Integrity ~ Community ~ Accountability ~ Respect ~ Excellence*

### **Organizational Expectations**

*ElderHelp employees are expected to be flexible, positive, have a good sense of humor, contribute to the solution, seriously integrate the organization's values into their work, and work hard to make a difference in the lives of seniors.*

### **POSITION EXPECTATIONS**

The Housing Service Coordinator requires a unique combination of social work related skills such as assessment, intervention and mediation combined with knowledge and understanding of affordable housing in San Diego. Strong organization, critical thinking, and listening skills, as well as the ability to be results and goal oriented, motivated, and excellent follow through are essential.

### **POSITION SUMMARY**

The Housing Service Coordinator helps to administer a variety of ElderHelp's housing solutions including HomeShare, housing consultations, and service coordination for residents of Hotel Sandford. This role is responsible for a variety of duties to help older adults find and maintain stable housing.

### **REPORTS TO**

Housing Services Manager

### **ESSENTIAL FUNCTIONS**

#### Hotel Sandford

- Provides 40 hours of services to a low-income, single-room occupancy building in downtown every week
- Works with residents to provide short-term case management by providing resources, helping to complete paperwork and explain benefits, and offering additional assistance that helps residents live more independent and healthy lives
- Designs and coordinates weekly social and educational activities for residents
- Publishes monthly calendar of activities and passes them out to all units each month

- Provides crisis intervention and de-escalation when needed
- Models appropriate and prosocial behavior at all times
- Works with Hotel Staff to resolve resident issues
- Goes to the food bank on a weekly basis and distributes food to residents on rotating schedule
- During Covid, provides remote case management services to clients
- Accurate and timely documentation of all services provided

#### General Duties

- Adheres to the NASW code of ethics
- Other duties as assigned

#### **MINIMUM QUALIFICATIONS**

Minimum of a Bachelor's degree in the following fields: Social Work, Counseling, other Social and Behavioral Sciences, or Gerontology. Minimum of 2 years' experience working with seniors or affordable housing issues is required. Candidate must have excellent written and verbal communication skills and have strong conflict resolution skills. The ideal candidate has experience working with high-risk populations and has familiarity with mental and behavioral health. Bilingual Preferred.

#### **SALARY**

This is a fulltime, hourly position, \$18-\$22/hour DOE, plus benefits.

#### **TO APPLY**

Send cover letter and resume to Robin Strickland at [rstrickland@elderhelpofsandiego.org](mailto:rstrickland@elderhelpofsandiego.org) by 8/13/2021. 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.*