

PROJECT
Renewal



**POSITION AVAILABLE
THIRD STREET SHELTER
HOUSING COORDINATOR**

Third street shelter is a 202 bed men's shelter for chemically dependent individuals operated through funding from the Department of Homeless Services (DHS). The program focuses on assisting men to achieve independence from the shelter system, to maintain or obtain sobriety from alcohol and illicit drugs, and to identify and pursue goals in multiple areas such as health, education, employment and housing.

The housing coordinator position is a direct care position working with chemically-dependent, homeless men reporting to the Director of Social Services. Duties include, but are not limited to:

- Working with case managers and clients in developing, completing and submitting housing applications for clients
- Assisting clients in obtaining permanent housing
- Escorting clients to housing interviews
- Educating clients about available housing options, providing guidance and support throughout housing process and preparing clients for interviews
- Working as part of a multi-disciplinary team and coordinating with the social service staff
- Conducting weekly housing workshops on site
- Maintaining and updating client housing tracking forms and reports on a regular basis
- Communicating with city housing placement personnel and other providers
- Attending weekly case conferences
- Networking with housing providers
- Advocating for clients when needed

QUALIFICATIONS:

BA in a related field of study, with a minimum of one year prior experience working with homeless individuals or substance abuse population. Bi-lingual a plus.

All interested parties should submit their resumes to:

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