



JOB POSTING

Case Coordinator for Housing Search



The ELAHP Case Coordinator for Housing Search is responsible for providing assessment and housing search services primarily to older, homeless, low income individuals, but may also work with couples, younger clients, and clients that are insecurely housed, with the goal of finding and securing safe, stable, permanent housing.

Position Responsibilities

- Conduct comprehensive assessments of referred clients. Assessments may be done in ELAHP office, at homeless shelters, at clients' home, or elsewhere in the community, as appropriate.
- Find and apply for appropriate subsidized housing for low income adults. Perform online searches for market rate apartments for clients with vouchers.
- Assist clients in contacting potential landlords/management companies and filling out housing applications.
- Accompany clients to interviews/screenings for potential housing opportunities.
- Follow up on submitted housing applications.
- Refer clients to non-housing services when appropriate.
- Refer clients to outside services that clients may need once client is housed.
- Consult with BMC physicians, nurses, social workers and others to develop housing search plan and post-housing stabilization plan to address clients' issues.
- Maintain accurate client case files.
- Prepare statistical reports, often using Excel.
- Input information into City of Boston's HMIS data base. (Experience using HMIS not necessary; we will train.)
- Outreach to subsidized housing providers to establish working relationships between ELAHP and housing providers, and to learn about housing new opportunities.
- Develop and maintain database of housing search resources

Position Qualifications

- Bachelors' degree in psychology, social work, public health or related field preferred (or equivalent combination of formal education and related experience may be substituted for degree).
- Prior experience working with low income individuals and/or families in the community required.
- Prior Housing search experience preferred.
- Knowledge of city, state and federal housing policy and programs preferred.
- Excellent communication, interpersonal, organizational, and time management skills.
- Cultural sensitivity and comfort with a wide range of social, racial and ethnic populations.
- Basic computer knowledge, including Microsoft Outlook, Word, and Excel required.
- Ability to work independently.
- Strong organizational and problem solving skills.
- Ability and willingness to give and accept team feedback; ability to communicate effectively orally and in writing.
- Ability to exercise good judgment and focus on detail as required by the job.
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Additional language skills (beyond that of English) appropriate to the patient population served is preferred. Individuals from diverse cultural backgrounds preferred.

You can apply at: <https://jobs.bmc.org/job/BMCEUS13172JOBPOSTING332185/Case-Coordinator-Housing-Search>