



Job Description

Program Coordinator, Housing Advantage Collaborative Program

About the agency: FamilyAid Boston empowers parents and caregivers facing homelessness to secure and sustain housing and build foundations for their children's futures. Our dedicated, resourceful staff works in partnership with parents facing housing crises to develop safe, stable housing solutions that build on families' strengths and meet their unique needs.

FamilyAid Boston's programs include homelessness prevention, emergency shelter, and supportive affordable housing for parents and children at risk of or experiencing homelessness. Each family we work with receives comprehensive social services designed to help them build a foundation for long-term housing stability.

FamilyAid Boston is a supportive, collaborative, and diverse workplace where staff from various departments work together to achieve our mission. Agency leadership supports staff in their professional growth and maintaining work/life balance. We provide frequent opportunities for staff to build community outside of the typical workday. We offer competitive salaries, health and dental plans, 403b retirement, and a generous paid time off package.

Summary of the Position: Serve as a coordinator on a rapid rehousing program team whose goal is to assist families with transitioning out of shelter and focus on addressing short-term goals to further help to stabilize the family.

Duties & Responsibilities

Case Management

- Provide ongoing case management services to 5-10 families and follow-up services to clients
- Represent needs of clients, staff, and agency at external meetings as appropriate
- Input all required data into agency's electronic system and assist in maintaining database for all families in the program.
- Develop and maintain regular contact with public and private agencies to coordinate effectively on behalf of the client
- Conduct quarterly home visits to support family, monitor property for safety and upkeep, and implement plans.
- Maintain clear, non-judgmental documentation in clients' files. Completes data entry and other documentation on a timely basis that meets contract expectations.
- Maintain confidentiality of all client files and information.
- Assume all other responsibilities as assigned.

Program Coordination

- Assist the Director with the daily operations of the HAC program
- Identify service gaps and emerging needs within client group
- Identify and implement sector trends and best practices

- Together with the Director , write grant applications and renewals for the program
- Monitor program budget
- Assist the Director in writing, monthly, quarterly, and annual reports as needed
- Ensure program compliance

Collaboration

- Using a team approach, coordinate the delivery of internal housing, employment, and property related services to each family.
- Collaborate with external organizations such as the Department of Children and Families, health providers, schools and police departments to ensure the safety and well-being of children in our programs.
- Participate in weekly supervision, and professional development as determined in annual performance evaluations.
- Provide coverage for program intakes.
- Participate in all staff, team and clinical meetings.
- Assume other responsibilities as requested by supervisory staff.

Leadership

- Possesses strong core ethics, integrity, and accountability consistent with FamilyAid Boston's Mission, Vision and Values.
- Identifies internal and external expectations and exceeds them.
- Sees beyond the present, and adapts to meet changing goals and priorities.
- Promotes/participates in a high performance culture.
- Leads/works in a manner that is diplomatic, inclusive, transparent, communicative, open and fair.
- Serves as a reliable and upbeat colleague in collaborative efforts to achieve the agency's annual goals and objectives.

Qualifications:

- BSW degree, MSW degree preferred
- Experience working with homeless families
- Bilingual Spanish or Haitian Creole highly desired
- Highly organized with experience managing budgets
- Strong Clinical supervision and case management background preferred
- Ability to work with families/individuals from diverse social, cultural and ethnic backgrounds in a culturally sensitive, team oriented, and strength based approach.

Work Schedule: Full-time, 40 hours. Ability to work two weekdays from 10:30AM-7:00 PM with additional flexibility to accommodate the needs of the program and participants.

Supervision: Director of Housing and Prevention Services

Location: This position is based at 727 Atlantic Avenue, Boston MA 02111

If you are interested, please email or mail a cover letter and resume to:

Human Resources

FamilyAid Boston

727 Atlantic Ave

Boston, MA 02111

Email: hr@familyaidboston.org

FamilyAid Boston is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.