**JOB POSTING**

**SUPPORTIVE HOUSING COORIDINATORS**

HESSCO has one full time position available for a Supportive Housing Coordinator.

HESSCO is an Affirmative Action/Equal Opportunity Employer and encourages all qualified candidates from diverse backgrounds to apply.

The Supportive Housing Program is designed to provide an alternative housing option for older adults and people with disabilities to prevent premature or unwanted institutionalization and/or homelessness. The Supportive Housing Coordinator has a direct role in advancing these goals by creating a supportive living environment that in turn creates a high quality of life.

**Essential Functions:**

1. Perform outreach activities in coordination with the Manager of Housing Services in the community to promote the availability of Supportive Housing services at the site.
2. Be knowledgeable about the Local Housing Authority (LHA) application process; move in and out procedures, and rules and regulations for the Supportive Housing site.
3. Coordinate the activities of the housing authority and the various service provider agencies to maintain a well-organized housing and services program.
4. Be knowledgeable about, and have expertise in, the types of services required by all residents; support the residents in a community living situation, including negotiating concerns among residents.
5. Oversee an onsite meals program and be knowledgeable of community programs to help residents address any food instability issues.
6. Coordinate on-site 24/7 emergency coverage of the Supportive Housing site, in collaboration with any identified vendor agency.
7. Disseminate information to residents by creating newsletters, calendars, and/or informational flyers that include activities, events, and contact information for the Supportive Housing Coordinator, 24/7 emergency contact, and maintenance.
8. Develop procedures to elicit input from residents about programs that will engage them and create meaningful experiences.
9. Plan and direct on- and off-site social activities, workshops, pro health clinics, and educational programs
10. Work collaboratively with agency staff, informal and formal supports, vendors, and community agencies.
11. Attend agency meetings and statewide trainings as required.

**Qualifications:**

1. Bachelor’s Degree in Social Work, Human Services, or related field required; LSW preferred. Experience working with elders preferably in direct care, care management or community setting.
2. Precise record keeping, strong oral and written communication and presentation skills.
3. Strong computer skills and proficiency in Microsoft Office, Excel, Word, and data entry.
4. Must have valid MA driver’s license and provide own transportation.
5. Required to work a schedule of 37.5 hours per week, on-site at the assigned supportive housing site.
6. Candidate will possess strong work ethic with a high level of integrity and good interpersonal skills.
7. Ability to work independently and as part of a team,
8. Access to secure internet is required for remote work.

Benefits include the accrual of two weeks’ vacation and 15 sick days first year, 3 personal days, 11 holidays, health and dental insurance, life and long-term disability insurance, 403(b) retirement savings plan and pre-tax deductions.

Please email cover letter and resume to: nrichendollar@hessco.org

HESSCO Elder Services

One Merchant St.

Sharon, MA 02067

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