

SOCIAL WORKER - SUPPORTIVE HOUSING COORDINATOR

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, 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.
3. Disseminate information to residents by creating newsletters, calendars, and/or informational flyers that include activities, events, and contact information for the Supportive Housing Coordinator.
4. Oversee an onsite meals program and be knowledgeable of community programs to help residents address any food instability issues.
5. Plan and direct on- and off-site social activities, workshops, provider health clinics, and educational programs.
6. Communicate regularly with the housing authority and the various service provider agencies to maintain a well-organized housing and services program.
7. Ensure residents understand services and supports available to them, including availability of an on-site 24/7 emergency coverage provided by vendor agency.
8. Develop procedures to elicit input from residents about programs that will engage them and create meaningful experiences.
9. Work collaboratively with agency staff, informal and formal supports, vendors, and community agencies.
10. Attend agency meetings and statewide trainings as required.

Qualifications:

1. Bachelor's degree in social work, human services or a related field required. LSW and one-year elder care case management experience preferred. Applicants with associate

degree or equivalent with at least three (3) years' experience working with elders or providing case management may be considered.

2. Experience working with elders preferably in direct care, care management or community setting.
3. Understanding of Local Housing Authority application processes, move in and move out procedures preferred.
4. Ability to communicate effectively, verbally and in writing, with a high level of diplomacy and confidentiality.
5. Excellent assessment and documentation skills required. Ability to work cooperatively, independently, and be self-motivated.
6. Strong computer skills and proficiency in Microsoft Office, Excel, Word, and data entry and precise recordkeeping.
7. Must have valid MA driver's license and provide own transportation.
8. Required to work a schedule of 37.5 hours per week, on-site at the assigned supportive housing site.
9. Access to secure internet connection required.

Salary: \$41,616/year