

## **SUPPORTIVE HOUSING COORDINATOR**

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

The Supportive Housing Program provides 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 creates a high quality of life.

### **Essential Functions:**

1. Support the residents in a community living situation, including negotiating concerns among residents. Apply knowledge in the types of services required by all residents.
2. Provide information to residents by creating newsletters, calendars, and/or informational flyers that include activities, events, and contact information for the Supportive Housing Coordinator, housing services and maintenance.
3. Oversee an onsite meals program and be knowledgeable of community programs to help residents address any food instability issues.
4. Plan and direct on- and off-site social activities, workshops, provider health clinics, and educational programs.
5. Perform outreach activities to promote the availability of Supportive Housing services at the site.
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.
8. 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 or a related field and experience working with elders. Social Work license and one-year elder care case management experience preferred. Applicants with associate degree or equivalent with at least two (2) years' experience working with elders or providing case management may be considered.
2. Ability to communicate effectively with a high level of diplomacy and confidentiality. Excellent assessment and documentation skills required.
3. Strong computer skills and proficiency in Microsoft Office, data entry and precise recordkeeping.
4. Must have valid MA driver's license and provide own transportation.
5. Required to work on-site at the assigned supportive housing site.
6. Access to secure internet connection required.