
Job Description: Housing Services Coordinator

Title:	Housing Services Coordinator
Classification:	Exempt
Work Hours:	Flexible, but usually 9:00 a.m. to 5:00 p.m. Monday through Friday
Location:	Based in home office with travel to Augusta as needed
Travel:	Statewide and Occasional Out-of-State
Supervisor:	Executive Director

Position Purpose and Overview:

Maine Coalition to End Domestic Violence (MCEDV) staff coordinate and integrate statewide work in response to domestic abuse and violence, dating violence, stalking and human trafficking. They are responsible for the direct work of MCEDV in developing and sustaining collaborative partnerships and programs that promote public policy, education, and systems advocacy to create and encourage a social, political, and economic environment that fosters communities where the diversity, dignity, and contributions of all are respected and celebrated. The Housing Services Coordinator ensures the development and effective implementation of MCEDV's programming related to shelter, transitional, and permanent housing access for individuals and families affected by abuse and violence. The Coordinator, in partnership with MCEDV staff, will develop and implement strategies to close gaps and improve overall policy and system responses to those who are at risk or experiencing homelessness due to domestic abuse. Community partner engagement and collaboration are key aspects of this position.

Worked Performed / Position Responsibilities

Coordinated Entry:

- a. Develop and implement domestic violence specific coordinated entry system for MCEDV member programs in order to work with the Maine Coordinator Entry System.
- b. Develop policies, procedures, and protocols to frame the coordinated entry system, ensuring compliance with all state and federal confidentiality and privacy laws protecting domestic violence victim/survivors
- c. Coordinate and provide training for MCEDV member programs regarding the coordinated entry system;
- d. Participate in the Maine Continuum of Care, Statewide Homeless Council, and other shelter and housing access related forums; and
- e. Compile data to inform assessment of coordinated entry system effectiveness.

Housing System Advocacy:

- a. Coordinate MCEDV support for member programs' shelter;
- b. Represent MCEDV as part of statewide committees or initiatives related to shelter, transitional, and permanent housing; and
- c. Act as liaison with Maine Housing and HUD on behalf of MCEDV and its member programs.

Training and Technical Assistance:

Training and education are crucial elements of MCEDV's community awareness and prevention services, as well as essential for the provision of quality program services. MCEDV provides training and education activities for domestic violence resource center member programs, allies and community partners. All staff is involved in training and education within their content specialty areas. This position provides training regarding shelter and housing programs, coordinated entry, and transitional services in collaboration with the Education & Communications Director and Executive Director. The Coordinator will:

- a. Provide leadership in the articulation of shelter and housing approaches that are trauma-responsive, confidential, and safe for individuals and families escaping abuse and violence;
- b. Research, analyze and advise on system advocacy issues related to shelter and housing programs;
- c. Provide technical assistance for shelter and housing advocates from MCEDV member programs;
- d. Represent MCEDV on statewide and committees as assigned by the Executive Director;
- e. Ensure meaningful collaboration by identifying needs and subsequently organizing the efforts of community partners and MCEDV members through ad hoc committees, task forces, and study groups as assigned by the Executive Director;
- f. Provide consultation to community partners and allied groups;
- g. Collect and maintain reference information on housing programs, including state and national level information as available and relevant; and
- h. Cultivate local, state, and national alliances to further shelter and housing initiatives of MCEDV.

Special Projects:

In alignment with its mission, MCEDV often initiates special projects to support systems change advocacy, including the development of public policy, training programs, prevention and intervention services, and quality assurance mechanisms. The Coordinator will engage in special projects and other duties to meet the ongoing need of the organization at the direction of the Executive Director.

Qualifications:

- a. Comprehensive understanding of housing programs required; 5 years' experience coordinating shelter and/or other housing program preferred.
- b. Expertise in the use of spreadsheet and database programs required.

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- c. Bachelor's Degree in related field as well as 5 years' experience and demonstrated competence in the areas covered by the job description.
 - d. Comprehensive understanding of domestic abuse and violence through advocacy or personal experience and completion of MCEDV's Core Advocacy, Intervention, Response, and Ethics Training prior to or within the first year of employment with MCEDV.
 - e. The successful applicant for Housing Services Coordinator will:
 - o Be familiar with and knowledgeable about sheltering survivors of domestic violence and assisting those survivors to access transitional and/or permanent housing;
 - o Be familiar with housing rental assistance resources in Maine;
 - o Be familiar with and knowledgeable about the Violence Against Women Act;
 - o Demonstrate experience in social justice policy advocacy and/or systems change work;
 - o Understand and be committed to issues of diversity and demonstrate the ability to work in a multicultural environment;
 - o Research, analyze, and present information effectively;
 - o Listen and respond effectively to membership concerns and needs;
 - o Demonstrate ability to engage, inform, and support committees in accomplishing shared social change and advocacy goals;
 - o Communicate verbally in a clear and persuasive manner; and
 - o Possess excellent writing skills.

Additional Requirements:

- a. Must pass State Bureau of Identification (SBI) Criminal History background check, Department of Health and Human Services (DHHS) background check, and Bureau of Motor Vehicle Driving Record check;
- b. Experience with a variety of software applications including but not limited to database programs, Microsoft Word, Excel, and Office 365 programs;
- c. Excellent organizational skills and attention to detail;
- d. Appropriate conflict resolution methods which lead to positive solutions;
- e. Time management skills;
- f. Ability to maintain and preserve confidentiality;
- g. Ability to provide own transportation (fully insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance;
- h. Ability to work cooperatively with a variety of people as well as independently with minimal supervision;
- i. Ability to successfully manage prioritization of tasks related to multiple projects; and
- j. Willingness and ability to travel in-state and out-of-state as needed

Physical Requirements and Working Conditions:

- a. Must be able to work in a fast-paced, non-smoking, feminist-centered environment with the potential for stress;
- b. Must be able to drive and be available for travel to meetings;

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- c. Must be able to work a flexible schedule when required by work demands;
 - d. Must be able to do occasional lifting and transporting of materials.

MCEDV is an equal opportunity employer.

I have read and understand the above job description and will perform these duties to the best of my ability and knowledge. I have been given the opportunity to ask questions regarding the position and understand that my supervisor is available to give clarification on the contents of the job description.

I understand that this is not a contract of employment and that the duties, responsibilities, and conditions outlined may be changed to meet organizational needs.

Employee Signature

Date

Executive Director Signature

Date