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# COLORADO HEALTH NETWORK INC.

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**Position:** Housing Coordinator  
**Classification:** Non-Exempt  
**Reports to:** Director of Housing Services  
**Location:** Grand Junction, CO

**Position Summary:** The Tenant-Based Rental Assistance (TBRA) and Shallow Rent Programs will provide housing assistance to eligible households. These programs meet the needs of participants by subsidizing the difference between total rent and the monthly tenant rent (based on Tenant Rent Calculation Worksheet or other approved form), to be calculated and tracked by staff at CHN, or the referring agency, and paid out by CHN.

**Essential Job Functions:**

- Coordinate all occupancy aspects of multiple scattered-site, subsidized housing programs to include TBRA and SRP.
- Accurately and efficiently coordinate client meetings, waitlist maintenance, eligibility screenings, file upkeep, documentation, recertification, trainings, reporting and all other responsibilities associated with subsidy programs.
- Schedule and perform Housing Quality Standards inspections for every participant annually. Follow up with tenant and landlords to ensure any deficiencies are remedied.
- Coordinate and maintain database updates for each household.
- Develop and assist in the maintenance of resources for staff and clients in all areas of affordable housing.
- Collaborate with Case Management to ensure the provision of housing accessibility for all clients, and the development of long-term housing plans for program participants.
- Track and submit appropriate documentation, billing and reports to the Director of Housing Services and appropriate partners/grantors.
- Develop and maintain ongoing working relationships with local landlords, housing authorities and affordable housing providers.
- Participate in team meetings, case conferences, clinical supervisions and all appropriate CHN staff meetings and other partner meetings in the community.

**Qualifications:** Experience providing case management services in a social service or supportive housing setting preferred. Experience with harm reduction, motivational interviewing, cultural inclusivity, and trauma-informed care. Proven ability to apply crisis intervention and de-escalation skills. Knowledge/experience of housing subsidy programs preferred. Bilingual in Spanish preferred.

**Education:** Bachelor's degree in Human Services, Social Work, Psychology, or related field preferred. Candidates with lived experience can substitute educational experience.

**Software Utilized:** Experience working with basic office and database computer programs, including familiarity with Microsoft Office Suite, and the internet.

**Knowledge, Skill and Ability:**

Knowledge of and sensitivity to HIV / AIDS challenges. Proficient in written and verbal communication. Completion of HIV 101 training required. Bilingual Spanish-speaking preferred. Highly organized and detail oriented. This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement, professional integrity and research ethics and cultural competency. Must demonstrate accuracy, and efficiency. Must demonstrate effectiveness in the following areas: task management; teamwork; time management; and communication with teams, managers, clients, and company consultants. Ability to uphold respect for client's autonomy to make decisions about their health. Must have flexibility, creativity, collaborative, and a positive workplace attitude in a small team dynamic. Also, strong critical thinking, active listening, and problem-solving skills to address complex situations.

**Material and Equipment Directly Used:**

Works with computer workstations, laptops, servers, and standard office equipment. Works with software, including electronic health records, client/patient data systems, word processing, spreadsheet and presentation software as well as with online systems. Communicates with partner organizations and vendors using the telephone, e-mail, the Internet, and fax.

**Physical Demands and Work Conditions:**

Works in an office environment in Grand Junction with occasional travel via automobile or airplane to offsite locations. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding.

***As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.***

**How to Apply**

Please email a cover letter and resume (subject line must be "Housing Occupancy Coordinator") to Andrew Kimmell, Director of Housing Services at [Andrew.Kimmell@coloradohealthnetwork.org](mailto:Andrew.Kimmell@coloradohealthnetwork.org), & [HR@coloradohealthnetwork.org](mailto:HR@coloradohealthnetwork.org).

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Application deadline: July 24, 2020