Job Title: Housing Coordinator

Department: Human Resources

Reports To: Chief Human Resources Officer

Salary Level Grade 11 ($24.18-35.90)

FLSA Status:

Approved By:

Approved Date: March 2024

GOALS FOR POSITION: The environment is collaborative, with a focus on problem-solving and meeting the housing needs of clients. This role may involve occasional travel to properties or conferences, underscoring the importance of adaptability. Health and safety protocols are paramount, especially in conducting property inspections and addressing concerns.

SUMMARY: The Housing Coordinator plays an essential role in ensuring individuals have access to suitable housing that meets their needs during their assignment. By acting as a liaison between property owners and tenants, this position facilitates the smooth operation of housing programs and services. The coordinator assesses housing requirements, manages applications and placements, and provides ongoing support to ensure the sustainability of housing solutions. Through their efforts, Housing Coordinators contribute to the stability and well-being of communities, ensuring that housing processes are navigated efficiently and effectively for all parties involved.

FUNCTIONS & RESPONSIBILITIES:

1. Coordinate the development, implementation, and evaluation of the short and temporary placement housing needs.   
    • Assist in the timely and appropriate completion and submission of all reports and documentation required by funders of housing programs   
    • Review and revise, as needed, all intake forms and processes; exit forms and process; and all rules and policies for Locum Tenens and Travelers.   
    • Work with Program Director to assure availability of housing units for all short-term tenants or Temporary Placements.  
    • Manage and oversee the allocation and assignment of housing units to ensure optimal occupancy levels and tenant satisfaction.
2. Develop and implement housing policies and procedures to ensure compliance with local, state, and federal regulations.
3. Coordinate maintenance and repair activities to ensure housing units are in good condition and meet safety standards.
4. Facilitate communication between tenants and property management, acting as a liaison to resolve any housing-related issues or concerns.
5. Organize and conduct housing orientations for new tenants, providing them with all necessary information regarding their lease, community rules, and available amenities.
6. Analyze and prepare reports on housing occupancy, and other relevant metrics to inform strategic planning and decision-making.

SUPERVISORY RESPONSIBILITIES:

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC REQUIRED ABILITY:

JOINT COMMISSION RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain accreditation by The Joint Commission. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare.

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self-improvement.

JOB SPECIFIC SKILLS & ABILITIES:

Completes monthly/quarterly/annual reports for the various contracts.   
Ensures compliance with housing contract requirements  
Responsible for assuring that accurate assessments/reports/case files are completed in a timely manner and are up-to-date.  
Ability to plan and organize the work of others   
Ability to speak and write in a concise and effective manner   
Ability to deal effectively with the public   
Ability to set up and maintain an organized work environment   
Ability to prioritize work assignments  
Ability to multitask   
Ability to work under pressure and to solve problems   
Proficiency in MS Word, Outlook, and Excel is required   
Ability to accurately type and perform data entry is required   
Maintain compliance Federal, State and local laws regarding professional standards of conduct

EDUCATION and/or EXPERIENCE:

* Two (2) years’ experience in Property management, group management and leadership, conflict resolution and mediation.
* Excellent interpersonal and conflict resolution skills.
* Strong organizational, oral, and written communication skills.
* Accuracy with numbers.  
  Access to a reliable vehicle is necessary.

CERTIFICATES, LICENSES, REGISTRATIONS: Current CPR Certificate. Possession of a valid driver’s license and access to reliable transportation is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONFIDENTIALITY: Employee must be aware of and adhere to Ki'ma:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

ANNUAL TRAINING REQUIREMENTS: At a minimum Employee is required to be certified for the following training 1) CPR every 2 years, 2) Human Resource Law and 3) HealthStream.

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Employee Signature Date

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Supervisor Signature Date