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## Stand Up Placer, Inc. – Job Description

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**Position:** Bi-lingual (spanish) Housing Coordinator  
**Reports To:** Housing Manager  
**Location:** Stand Up Placer Administrative Offices and Service Offices  
**Job Status:** Non-Exempt 40 Hour at \$16/hour

### ABOUT STAND UP PLACER

Stand Up Placer provides comprehensive services to Placer County survivors of human trafficking, domestic and sexual violence and their families. Our mission is: Saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault, and human trafficking.

### POSITION SUMMARY

The Housing Coordinator assists Safe House residents with resources and referrals to permanent housing options. This person is responsible for carrying a caseload of survivors of domestic violence, sexual assault, and human trafficking who are in the Supportive Rapid Re-Housing Program providing support groups and special projects.

### ESSENTIAL RESPONSIBILITIES MAY INCLUDE THE FOLLOWING:

- Assist Housing clients with case management, supportive services, emergency food and clothing.
- Process incoming applicants including, application, interviews, orientation, and inspection
- Complete all necessary documentation for client case files
- Track client leases, supportive services, and other needs and accomplishments
- Weekly Case management with diverse participants
- Prepare ISP (Individual Success Plan) for each housing client quarterly
- Facilitate SHP Support Group 2 times monthly
- Assist Safe House residents with resources and referrals to permanent housing options
- Facilitate program graduation for participants who complete housing program
- Problem solving w/ clients who may have challenges and barriers in the program

### QUALIFICATIONS

- Ability to address crises and problem-solve effectively
- Ability to work under pressure, manage and meet deadlines

- Awareness of and sensitivity to the cultures represented in Placer County
- Excellent written and oral communications skills
- Excellent organizational skills
- Working knowledge of Microsoft Office Suite
- Minimum of a 2 years combined college level education and work experience in human services field
- Reliable transportation, valid California Driver's License and proof of insurance
- Fingerprint clearance required
- California approved Crisis Intervention Training (post hire requirement)

### **ESSENTIAL PHYSICAL REQUIREMENTS**

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.

Applicants must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

### **DISCLAIMER STATEMENT**

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

### **COMPENSATION AND BENEFITS**

Compensation is commensurate with experience. Benefits include health insurance with Flexible Spending Account, paid vacation, holidays.

### **TO APPLY**

Applications will be accepted until this position is filled. Qualified applicants should send resume, cover letter and professional references to Marianne Nodes, at [marianne@standupplacer.org](mailto:marianne@standupplacer.org) with Housing Advocate in the subject line. Please indicate how you heard about this position.

Stand Up Placer is an equal opportunity employer. For more information you can visit our website at [www.standupplacer.org](http://www.standupplacer.org)

### **Acknowledgement**

I have read the contents of this job description and understand this document is not a contract for employment. Further, I understand that if hired, my employment with STAND UP PLACER (Agency) is at-will, and that I or the agency may terminate my employment at any time with or without cause or notice.

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Employee Signature

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Date

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Manager's Signature

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Date