



Community Life Service Coordinator (Part Time)

Please send cover letter and resumes to: pihgeneral@partnersinhousingindy.org

Position Summary:

To act as a positive role model by partnering with residents to develop activities and services which empower residents to achieve self-sufficiency. This position works with residents to identify their skills and abilities in promoting optimal personal growth resulting in increased independence and self-reliance. This is a part time position.

Primary Responsibilities:

- Assist residents in identifying and applying knowledge, skills, and behavior related to maintaining permanent housing.
- Respond to crisis situations and mitigate potential negative consequences related to resident outcomes.
- Work positively with a blended management team to ensure building standards are consistently being met. Communicate with team members regarding building operations, including building inspections, resident lease violations, and safety concerns.
- With the Director of Community Life, Property Manager, and Community Outreach Coordinator, design and implement regular activities that promote residents' personal growth in areas such as housing retention, employment, finances, etc.
- Advocate as necessary on behalf of all residents (i.e., public assistance, social security, financial and rental payments, primary case managers, probation, VA, etc.).
- Assist with community outreach initiatives with community partners that will contribute to residents becoming more self-sufficient.
- Assist residents in finding appropriate transportation to meet their needs.
- Effectively provide supportive services to residents as requested and needed, including meeting all required service metrics as provided by the Director of Community Life.
- Keep appropriate records/statistics regarding services provided.
- Maintain professional demeanor, appearance, and boundaries with residents, staff, and community partners.
- Attend all required training and staff meetings to ensure individual and professional growth

Education and Experience:

- Bachelor's degree in human services field preferred. Minimum of 2 years' experience working with low-income households.
- In lieu of degree, must have a minimum of three (3) years' experience providing supportive services to low-income households.
- Possess valid Indiana driver's license and current auto insurance.

Competencies

- Have an understanding, appreciation and commitment to the mission and philosophy of Partners in Housing.
- Utilize strong, clear verbal and written communication skills.
- Must be well-organized and be able to prioritize tasks in a fast-paced environment.
- Utilize above basic computer skills.
- Utilize above basic math and analytical skills.
- Have a clear understanding and respect for individuals facing barriers with maintaining housing.
- Practice professional, respectful, and discrete behavior.
- Clear ethical boundaries including respect for resident confidentiality.
- Demonstrate the ability to work effectively with diverse populations.
- Knowledge of and adherence to the NASW Social Work Code of Ethics.

Benefits:

The hourly pay for this position is \$25/hour at a minimum of 20 hours per week

- Diverse, Inclusion and equitable professional work environment
- Opportunity to work remotely

Partners in Housing Development Corporation

This position is with Partners in Housing Development Corporation (PIHDC), 501(c)(3), non-profit organizations. The mission of PIHDC is helping people reach their potential through creative, affordable housing solutions. PIHDC is guided by three principals: (1) People have the right to housing that is decent, safe, and affordable; (2) Everyone has strengths and abilities and can improve their lives; and (3) We have a responsibility to our residents and to the community

Environment/Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee may have the opportunity to work remotely on occasion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

Partners in Housing Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.