



Job Title: **Housing Coordinator**
Status: Full-time, (40 hours/week), Non-Exempt
Reports To: Director of Collaborative Programs
Location: North Orange County
Salary: \$20-21 per hour

Position Overview: Engages in community outreach, conducts relevant consumer training, compiles housing resources and educational materials, and provides one-to-one assistance when appropriate.

ESSENTIAL DUTIES:

- Conducts ongoing outreach to inform the community of housing services available through DMC;
- Presents individual and group training regarding how to conduct an effective housing search;
- Assists consumers in understanding leases and rental agreements and applications for housing;
- Maintains an up-to-date list of accessible/affordable Orange County complexes developed through HUD and tax incentive funding;
- Create connections with shelter operators for emergency and transitional housing;
- Provide ADA training to shelter operators;
- Advocate and partner with developers to increase availability of affordable housing for seniors and people with disabilities;
- Prepares and distributes a housing packet explaining tenant rights and responsibilities;
- Develop creative ideas to provide consumers more housing options;
- Participates in housing coalitions or similar advisory groups;
- If appropriate, offers peer advice and support to consumers;
- Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university;
- At least one-year experience working with people, who are disabled or in a field related to housing;
- Or an equivalent combination of education and experience;
- Demonstrated knowledge of various housing options and related legislation;
- Experience assisting people through stressful life circumstances by providing stability and coping mechanisms;
- Evidence of computer literacy;
- Working knowledge of the Independent Living philosophy and methodology;
- Ability to communicate clearly both verbally and in writing;
- Capacity to work independently;

- Ability to perform job functions in a manner that exhibits flexibility, consistency, and professionalism;
- Demonstrated capacity to work under pressure and cope with mental and emotional stress relevant to the position and the work environment;
- Ability to establish and maintain trustful, effective working relationships with a variety of people from diverse backgrounds;
- Compliance with DMC attendance policies;
- Possession of a valid California Driver's License, state identification card, and car insurance;
- Evidence of reliable mode of transportation.
- Bilingual and/or ability to communicate in ASL is preferred.

PERSONAL ATTRIBUTES:

- Takes initiative to ensure successful results;
- Works cooperatively with others;
- Focuses on solutions rather than problems;
- Understands and supports consumer-directed services;
- Skilled at active listening;
- Respects the opinions of others;
- Represents the agency in a professional manner;
- Upholds the principles of the organization;
- Exhibits a commitment to professional growth.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Normal office temperature-controlled conditions with quiet to moderate noise level and little to no exposure to heat, dust, or fumes. 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 sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl, and may lift and/or move up to 10 pounds.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice. DMC bases salary and position offers on experience and an internal equity analysis.

If you are interested in applying for this position, please send a cover letter and resume to HR@daylemc.org.