Housing Services Coordinator
Social Worker

Housing Initiatives, Inc. (HII) is a non-profit housing provider that develops permanent housing for people who suffer with mental illnesses. We are hiring a Housing Services Coordinator who will be part of our Property Management team. Specific responsibilities involve coordination of mental health services for our tenants consistent with Housing First and Harm Reduction practices.

HII is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Job Title: Housing Services Coordinator- Full time position

Description: Advise HII staff on the mental health needs of tenants for housing stabilization. Collaborate with community service partners on tenant’s mental health needs and monitor tenant’s treatment plans. Coordinate services with community resource partners. Provide mental health services and limited case management to tenants.

Requirements: Master’s Degree in Social Work or a related field required, Clinical license preferred. Experience working with adults with a wide range of mental health needs. Experience with domestic violence or AODA a plus. Experience with Harm Reduction practices, Motivational Interviewing and Housing First concepts. Eligible candidate must demonstrate cultural competence.

Hours: Full-time, 40 hours per week. Flexible work schedule.

Salary: Competitive salary plus generous benefits. See website for details.

How to Apply: Send cover letter and resume by Friday, Oct. 30 to:
Housing Initiatives, Inc. 1110 Ruskin St. Madison, WI, 53704

To learn more about this job opportunity and the salary/benefits package, please visit: HousingInitiatives.org or call Dean Loumos at (608) 277-8330.

See below for detailed job description
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Reports To: Executive Director (ED)

Major Goal: Assist clients in successfully adjusting to permanent housing. This position will require close coordination with both the Asset Management Team, Property Management Team and Community Resources with an emphasis on our tenants mental health needs.

KRA 1: Property Management
Supporting Goal: Support the Property Management team with intakes to ensure that all new tenants receive entry information and that tenants get assistance to maintain their housing.

• Participate in all intake meetings to review mental health diagnosis and treatment plan.
• Ensure that tenant has a full understanding of their mental health issues and treatment expectations.
• Ensure that prospective tenant gets full understanding of tenant rules and regulations.
• Facilitate move in process in coordination with Asset Management team.
• Conduct regular visitations to ensure the tenant is in compliance with Lease and Handbook policies and take corrective action if there are violations.
• Review tenant’s short-term adjustment and inform staff of mental health concerns and proper interventions.

KRA 2: Community Resources
Supporting Goal: Identify Community Resources that will assist HII in client services.

• Identify Community Resources that can assist HII tenants with maintaining their housing with particular emphasis on meeting our tenants mental health needs.
• Coordinate and facilitate meetings with Community Resources to support HII’s mission of keeping our tenants in housing.
• Advise community service providers on recommended treatments to assist tenants in maintaining housing.
• Advise staff on intervention approaches that will assist staff in working with tenants.

KRA 3: Personal Growth
Supporting Goal: All professionals need to focus on their personal growth and development, which should become a part of the position they hold in the organization.

• Will be involved in at least 20 hours of in-service training per year in professional development.
• Will also identify areas of professional development as a part of their annual evaluation.