Job Availability

Supportive Services Coordinator VISTA at Nuestra Comunidad Development Corporation in Roxbury, MA

The position
Nuestra is looking for a talented AmeriCorps VISTA member to join the organization as a Supportive Services Coordinator. This is an opportunity to join a well-established, community-based development corporation seeking to engage formerly homeless families and individuals in need of supportive services in a new program designed to successfully sustain their housing. This is a great opportunity for anyone interested to help solve the homelessness crisis by providing sustainable permanent housing.

About Nuestra
Nuestra Comunidad has served the Roxbury community for over 35 years with a legacy of excellence and innovation in community development. We’ve built over 800 apartments affordable to working families, and built and sold nearly 200 homes that have created wealth and neighborhood stability. We’ve transformed areas devastated by arson in the 1970s and impacted by crime in the 1980s and 1990s. Today we continue this work by assuring that all Bostonians – not just the wealthy – can enjoy the unprecedented economic growth seen in our city and region: by creating homes that families of all incomes can afford; encouraging homeownership and increasing financial resiliency; catalyzing entrepreneurship among people of color; harnessing the intrinsic leadership capacity of people in our neighborhood; creating jobs; and creating neighborhood spaces that foster creativity, safety, and opportunity.

The Program
The member will coordinate a supportive services team focused on keeping over 200 households in Nuestra’s properties—including formerly homeless families and individuals and seniors—stably housed by connecting them to needed supportive services based on their medical needs. The member will coordinate a new pilot program team including medical professionals from Boston Medical Center and a financial literacy educator from Metro Housing Boston. The pilot program goal is to improve the stability (length of tenure) of households in Nuestra’s portfolio in need of supportive services because they are formerly homeless and are high users of emergency room services. The member will work within the Resident Services department at Nuestra. Nuestra’s Resident Services Manager will supervise the Vista member and work closely with them on tenant outreach and service assessments.

Essential Functions and Responsibilities
During the year of service the Supportive Services Coordinator VISTA will be responsible for these objectives:

- The member will identify effective onboarding and stabilization procedures for new tenants moving from shelters into Nuestra Comunidad’s properties, especially those with chronic medical conditions requiring supportive services.
• Create intake forms and procedures for new formerly homeless tenants to be used by the new supportive services team.

• Update Nuestra’s existing Salesforce database system in order to track target tenants in need of supportive services from through onboarding through receipt of services during their tenancy and follow-up assessments.

• Develop a project management tool which can be used by the VISTA, and in future years other staff, to coordinate the supportive services tenant intake and stabilization process.

Qualifications

Required:

• Interest, experience and/or training in counseling, mental health and public health issues for low-income and homeless Bostonians
• Familiarity with Boston area agencies and organizations providing needed social services
• Experience or ability to engage and recruit low-income individuals
• Strong verbal, writing, data and social media communication skills in order to effectively inform and engage team members
• Demonstrated ability to work collaboratively in a respectful and helpful manner
• Flexible with work style, and hours
• B.A. or 2 to 3 years of experience in social services, community organizing, community planning
• Passion for community development, underserved populations and overcoming injustice

Desired:

• Facility with Excel, digital data collection, entry and analysis is important; Salesforce experience
• Bi-lingual English/Spanish skills
• Demonstrated ability to build relationships with diverse people

To Apply:
Please email a resume and cover letter to ssimmons@oppcommunities.org. Please list Supportive Services Coordinator VISTA in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled through July 24, 2020. Nuestra Comunidad is an equal opportunity employer.