



JOB DESCRIPTION

Bilingual Housing Search Coordinator

General Description

Transition House values diverse life experience and is an Equal Opportunity/ Affirmative Action Employer. Bilingual/bicultural people, GLBTQI people, persons of color, and people with disabilities are strongly encouraged to apply.

At Transition House, we believe that the way we do our work matters. As we dismantle structural oppression in the workplace, our services to the community will change accordingly.

The Bilingual Housing Search Coordinator works under the supervision of the Director of Housing Programs. **On site work required.**

Essential Duties and Responsibilities:

- Provide support, guidance to Transition House's clients in our residential and community programs who are experiencing homelessness or interested in acquiring permanent housing.
- Meet with clients on a weekly basis and conduct detailed housing search intake, assess next steps regarding housing search and work with clients to address barriers to accessing housing.
- Assist survivors of domestic violence research, identify, and apply to safe and affordable housing options. This includes assisting survivors in navigating and submitting public housing applications through various housing portals. (CHAMP, CHA, GoSection8, etc.)
- Correspond directly with respective housing authorities, and advocate for priorities, and preferences for which clients are eligible for under domestic violence, elderly/disabled, or homeless statuses.
- Maintain and build positive and collaborative relationships with housing agencies/authorities, property management companies, landlords, real estate agents, brokers, etc.
- Work closely with other Transition House staff, especially the Resident Support Coordinators regarding client housing search goals.
- Assist program participants in collecting and obtaining necessary documentation that is required to apply for various housing opportunities.
- Assist program participants in applying for housing stabilization, and homelessness prevention funds as necessary (i.e. RAFT, HomeBase, etc.)

- Assist survivors moving into long-term housing by providing logistic support with moving, acquiring furniture, household items, utility set-up, etc.
- Attend relevant trainings, and remain up-to-date on pertinent information regarding housing (private, state and federal), welfare regulations that impact served populations, and other affordable housing options in the Greater Boston area.
- Coordinate and accompany survivors to housing appointments, appeals, viewings, etc.
- Develop and facilitate housing related workshops.

Program/Administration:

- Attend weekly supervision with the Director of Housing Services, and regular clinical supervision.
- Participate in team meetings, and all staff meetings.
- Seek out, and attend professional development training.
- Maintain current and accurate records of services through EmpowerDB database in addition to keeping a housing search log/record updated for each survivor served.
- Report any/all incidents of housing discrimination with client consent, as required.
- Other duties as assigned by the Director of Housing Services.

Qualifications:

- Fluency in English and Spanish is required. Fluency in another language/s is a plus.
- Experience with extremely marginalized people including individuals who are experiencing homelessness, mental illness, substance use, or domestic violence.
- Experience providing trauma-informed advocacy and motivational support for individuals and families.
- Previous experience and knowledge of housing search and housing opportunities for low-income communities in Massachusetts.
- Proficient with technology, including but not limited to Microsoft Office Suite, Google Drive, Zoom, etc.
- Upholds the highest standards of accountability and professionalism with a commitment to excellence in all facets of program delivery.
- Ability to develop and sustain strong collaborations with colleagues from multiple external community organizations.
- Must be self-motivated, well-organized, punctual, and skilled at time-management.
- Superior written and oral communication skills.
- High-level of comfort working within a diverse and multicultural environment.
- Be able to climb stairs frequently, bend, and lift items up to 30lbs.
- CORI check required, though findings will not necessarily preclude hire.
- **Bachelor's Degree or equivalent housing related experience**

Salary : \$45,000 - \$50,000

BENEFITS

Transition House offers generous paid time off; life and disability insurance; health and dental benefits; and a 401K plan.

How to apply:

Submit cover-letter and resume to jobs@transitionhouse.org