

Compass Affordable Housing, Inc.
Community Housing Assistant

Position Title: Community Housing Assistant
Reports To: CAH Program Manager

Summary

This position requires transportation and includes attending meetings, implementing community events, arranging meetings and trainings, case management and coordinating other activities pursuant to grant or other CAH requirements.. This position also ensures protection of the organization's financial assets and compliance with CAH directives and applicable grantor, federal and state requirements. The position works closely with and is directed by the Community Housing Specialist.

Essential Duties and Responsibilities

1. Assist Community Housing Specialist and Program Manager train and oversee work to Interns
2. Learn and use HMIS system
3. Track client data using CAH system
4. Develop working relationships with various systems of care
5. Provide the direct services of outreach and engagement
6. Assist with on-site events, workshops and gatherings
7. Maintain strict adherence to the confidentiality of each and every client
8. Maintain records and files related to tenant services and CAH programs
9. As directed, maintain regular relationships with clients/tenants
10. Work with walk-ins to assist in accessing needed services
11. Provide Case Management duties as follows:
 - Assist in preparing for and attend Individual Service Plan Meetings with clients, including administration of the SPDAT
 - Maintain thorough case notes on all client interactions and advocacy work
 - Work with the Community Housing Specialist to keep HMIS updated and gather/input data
 - Assist clients with building skills that are relevant to their goals (i.e. assisting with job search, resource applications, and other navigation of resources)
 - Attend re-engagement meetings with Community Housing Specialist in times of potential client conflict or crisis
 - Assist in developing and facilitating quarterly meet ups for clients
 - When intern is not available, attend Gospel Rescue Mission intakes & 30 Days of Grace Shopping Days with clients
12. Provide support to CAH staff, if applicable
13. Ensure effective and professional communications and relationships with CEO, stakeholders, staff, interns and project team members
14. Track and report weekly on work completed and timeline
15. Follow personnel, financial, and confidentiality policies
16. Fill in for Interns as needed

QUALIFICATIONS:

- Associates and/or Bachelor's degree in social work (obtained or in school), or a related field or 2 years experience in client services
- Familiarity with human and/or social service programs
- Team player (flexible, open-minded, willing, committed)
- Commitment to team building, learning best practices, and continuing education
- Professional communication skills and ability to work with those with diverse needs
- Ability to multitask and work on more than one project and complete assignments
- Valid driver's license and ability to lift 50 pounds
- Strong oral, written, and computer skills
- Strong collaboration and facilitation skills
- Enthusiasm in working with people

Please send cover letter, resume and references to infoCAH@compassaffordablehousing.org.
No calls please.