



Homeless Services Network of Central Florida (HSN) Position Description

Position:	Shared Housing Coordinator
Department:	Housing Operations
Supervised By:	Housing Operations Manager
Supervises:	none
FLSA Status:	Full-time/Short Term
Effective Date:	Immediate
Salary Range:	Starting \$20/hr firm
Apply to:	hsnteam@hsncfl.org with Cover Letter and Resume

Position Summary

Homeless Services Network (HSN) of Central Florida is committed to the vision of “Everyone making their way home.” HSN’s mission is leading the Central Florida’s community-wide effort to end homelessness through collaboration, strategy, capacity building and effective stewardship of knowledge and resources. HSN will accomplish this mission by delivering excellence in system improvement; ensuring effective resource management; giving trustworthy expertise; while always honoring people.

The Shared Housing Coordinator (SHC) is responsible for linking Supportive Housing Participants together as households and to create shared housing arrangements in efforts to maximize long term sustainability. Central Florida has an extremely tight housing market and very low wages, making sustainable and affordable housing hard to find and more importantly hard to keep. This position would be responsible for galvanizing support for and implementing a Shared Housing Plan as a way to end homelessness in our community. So many people share housing; spouses, siblings, college roommates, etc. Our community needs to start implementing an approach to Shared Housing that works well for people experiencing homelessness and who need safe housing fast.

Skills and Abilities

Essential Duties and Responsibilities

The Shared Housing Coordinator is responsible for matching individuals and households for ongoing shared housing arrangements.

Responsibilities include but are not limited to:

- Be an enthusiast for shared housing opportunities to real estate owners, case managers and unhoused persons looking to end their homeless situations quickly.
- Research best practices and successful shared housing initiatives.
- Work closely with PSH/RRH Case Managers and HSN program staff to identify individuals and families with long housing search times, who may want explore to share housing
- Develop a matching process to ensure individuals and families are a “good match”
 - This process may include;
 - Initial meeting with participants and Supportive Housing Case Manager
 - Setting a Home Sharing Agreement for the household

- Research and Develop tools to support a shared housing arrangement\agreement.
- Assist the Access Team in matching potential One Time Assistance Participants to shared housing
- Assist Housing Operations Manager and Housing Locators in cultivating landlord relationships who will accept multiple individuals and households onto yearlong separate leases.
- Equip case managers with tools to mediate shared housing conflicts that may arise.
- Continue to explore grant restrictions and creative opportunities to ensure shared housing is offered to every participant searching for housing in Central Florida.
- Collaborate with and support community service providers by delivering high quality assistance.
- Monitor outcomes and evaluate program success and better understand where changes should be made.
- Assist Case Managers with ongoing tools to ensure open communication, trust, and a safe living environment for the household while in the Supportive Housing Program.

Education and Experience

A Bachelor's degree in Human Services, Public Administration, Social Work, or related field; or equivalent background with five (5) years of experience working with homelessness, poverty, housing, mental health and human services.

Qualifications and Requirements

- Interest and passion about HSN's mission with the ability to promote and communicate HSN's philosophy, mission and values to external and internal stakeholders.
- Strong relationship builder and communicator with a customer service focus.
- Ability to learn, understand and adhere to HUD guidelines, policies and procedures.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results.
- Ability to learn best practice models, including: Housing First, Mental Health Recovery, Harm Reduction, and Trauma Informed Care. Ability to communicate effectively both verbally and in writing.
- Knowledge of and experience in working with HMIS and other spreadsheets and databases.
- Proficient in MS Office (Word, PowerPoint and Excel) and computer usage to include email, internet and presentations.
- Experience leading small and large meetings or workgroups a plus.
- Familiarity with homelessness, poverty, housing, mental health, recovery and human services.
- Possess valid driver's license and have access to properly registered vehicle.
- Mediation skills
- Program development

Certificate, Licenses, Registrations

- Hold a valid driver license in accordance with HSN's Motor Vehicle Policy
- Ability to use one's personal vehicle for daily duties with reimbursement.

Physical Demands

While performing the duties of this job, the employee is regularly required to communicate in person or by telephone. The employee is frequently required to stand, walk and bend; to use his or her hands to finger, handle or feel objects, tools or controls; and to reach with his or her hands and arms. The

employee must also be able to sit for extended periods of time. The employee must occasionally lift and/or move object weighing up to 40 pounds.

Work Environment

The position involves attention to detail and extensive organizational skills. The employee will work as part of a team as well as interface with clients, agencies and funders. The employee will spend significant portions of time in the field, and sometime in the office setting. The employee will likely encounter and be expected to address challenges associated with clients' experiences with long-term homelessness, mental health and substance abuse concerns, and other barriers to obtaining decent, affordable housing. This is a full-time position requiring 40 hours per week. Additional hours are occasionally required. Work generally occurs Monday through Friday between 9:00 a.m. and 5:00 p.m.

Conditions of Employment

- Provision of satisfactory references and completion of background investigation check
- Completion of a pre-employment drug screening as well as post-employment drug or alcohol tests upon reasonable suspicion of use
- Demonstrated computer literacy, which may be assessed through pre-employment testing.
- Completion of HSN new employee orientation and ALL required paperwork prior to reporting to work
- Compliance with all HSN Policies and Procedures.

This job description is not intended to provide, and should not be construed as providing, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair and informed decisions about the job. Veterans and formerly homeless individuals are encouraged to apply.

Homeless Services Network of Central Florida [HSN] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HSN complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
