



**TRANSITIONAL HOUSING PLACEMENT COORDINATOR
(\$13.00 - 17.00 hourly)**

POSITION DESCRIPTION:

Responsible for providing case management services and case coordination for the Transitional Housing Program. This person must have or be willing to develop working knowledge of homeless issues, oppression, client advocacy, community resource, drug and alcohol issues, and human development.

Must be able to pass CDCR clearance. A criminal record will not automatically disqualify applicants.

Responsibilities include, but are not limited to:

1. Identifies, organizes, maintains and disseminates housing information conducive to long term recovery, and stable housing (e.g. shared, supportive, subsidized, clean and sober, moderate income housing, etc.)
2. Helps clients locate market-rate housing opportunities such as Craigslist and/or other sources
3. Mentors the parolee in disclosing appropriate information regarding past convictions and/or parole status when attempting to secure housing
4. Using the Case Management Plan (CMP) as a guide, creates housing and placement plans with each parolee based on his/her goals and needs related to housing
5. Provides referrals to community housing and related resources
6. Follows up with the parolee regarding housing applications submittals and other aspects of their search
7. Ensure parolees adhere to all rules and requirements of the TH
8. Prepares for and facilitates weekly housing meetings to share current opportunities to help parolees complete housing applications and provide information identifying practices of a good tenant
9. Oversees transitional housing in the community to ensure the facilities are in compliance contract requirements

QUALIFICATIONS:

Education:

1. An Associate of Arts or Associate of Sciences degree from a granting institution accredited by the WASC or equivalent and a minimum of two (2) years of experience as a THPC or similar position; or a high school diploma is desired.
2. Or equivalent and a minimum of four (4) years of experience as a THPC or similar position.