



Housing Coordinator, TS-2

Full-Time/Non-Exempt Position (40 Hrs.)

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

Summary Statement: Housing Coordinator (HC) works closely with the Emergency Shelter (ES) and Transitional Shelter-2 (TS-2) Teams to ensure an effective and coordinated relocation plan for residents residing at the ES and TS-2. HC researches safe and affordable relocation options, develops partnerships with landlords, property managers/ agencies to secure permanent housing for residents exiting ES and TS-2 programs. HC works with domestic violence (DV) and sexual assault (SA) survivors to increase their ability to obtain and maintain their permanent housing. HC provides follow up services for program graduates relocating to permanent housing.

Duties and Responsibilities:

Program Development: Develops infrastructure to enhance housing options for ES and TS-2 residents. Works closely with ES TS-2 team. Under the supervision of the Shelter Program Manager, HC creates and implements relocation plans with ES & TS-2 residents, regularly evaluating housing opportunities with ES & TS-2 residents to ensure safe and stable move-out.

Direct Services: Concurrently researches and recommends relocation options while assessing residents' safety issues and resources with residents, individually on a weekly basis. Provide emotional support to residents, ensuring they feel empowered and focused to execute their relocation plans. Works with residents to establish and maintain budgets through weekly financial literacy, personal finance discussions and workshops. Assists residents with housing application, interview and lease agreement processes; transports residents to transitional shelter or permanent housing with support from Family Advocates. Maintains follow-up visits and provides case management as needed, with families after they graduate from the ES/TS-2 program into permanent housing.

Outreach: Actively contacts landlords, property managers, and community-based organizations to build understanding of CPAF's client needs and enhance their housing options. Negotiates affordable housing options, establishes new relationships and maintain positive contacts with landlords and property managers to advocate for CPAF clients. Also, explores and develops relationship with employers and employment agencies in placing resident with job opportunities.

Teamwork: Works with ES team to provide a stable and supportive environment for residents. As needed, responds to crisis situations/emergencies; represents agency in coalition and community networking meetings; participates in organizational development activities and provides support to other program and agency needs as they arise.

Qualifications: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

- Experienced in case management, job placement/training, housing assistance, and financial literacy education; demonstrated ability to problem solve in crisis situations as well as resolving conflicts in group situations.
- Experienced in outreach and partnership development with a wide variety of community partners.

- Well-organized, self-directed, able to coordinate multiple tasks and highly motivated.
- Enjoys and has experience working with women and children of different ages.
- Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
- Understands and is aligned with CPAF's organizational values.
- Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
- Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
- Must have valid CA driver's license and use own vehicle to perform duties.

Job Execution

- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication.
- Able to work in a flexible, evolving environment and willing to work evenings and occasional weekends
- Able to plan work schedule respective to program needs.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within twelve months of employment.

Interested parties please submit cover letter and resume to hr@cpaf.info and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.