



## **We're Hiring for a Housing Coordinator!**

Catalyst Domestic Violence Services is seeking a compassionate and motivated person to fill a Housing Coordinator position at our Oroville Business Office. This position is responsible for providing extended coordination and advocacy for survivors of intimate partner violence and their children primarily around housing stabilization in our Rapid Rehousing and Housing First programs.

Catalyst uses trauma-informed approaches and empowerment models to support people being victimized by intimate partner violence. We are looking for candidates who have skills/knowledge of these practices and who value the diversity of the human experience.

**This position will be 36 hours per week with an hourly rate of \$19 and a \$1/hour bilingual incentive. This position is based at Catalyst's Oroville Business Office.**

If interested in joining our team, provide a cover letter and resume one of the following ways:

**IF BY MAIL:** Catalyst, Attn: Carolina Cruz, PO Box 4184, Chico CA, 95927

**IF IN PERSON:** Submit a sealed envelope with your resume and cover letter and label it "Attn: Carolina Cruz" at 330 Wall St. Suite 50, Chico CA, 95928

**IF BY EMAIL:** [hiring@catalystdvservices.org](mailto:hiring@catalystdvservices.org) with the subject line: "Housing Coordinator"

For any questions, please contact Carolina Cruz at 781-1378.

**Review of applications will begin September 7, 2021. This position is open until filled.**

### **EQUAL OPPORTUNITY EMPLOYER**

*It is the policy of Catalyst Domestic Violence Services to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation.*



**POSITION:** Housing Coordinator

**RESPONSIBLE TO:** Housing Program Manager

**JOB SUMMARY:** Provides extended coordination and advocacy for survivors of intimate partner violence and their children primarily around housing stabilization in our Rapid Rehousing and Housing First programs.

**RESPONSIBILITIES:**

- Demonstrate commitment to the agency's mission and values;
- Actively engage in the development and implementation of the agency strategic plan;
- Direct participant services, including but not limited to: crisis intervention (phone/drop-in), resource and referral, emergency transportation, shelter assessment and welcoming process;
- Provide Housing services including but not limited to:
  - Provide advocacy and accompaniment as needed with property owners and landlords;
  - Foster relationships with landlords to aid in all aspects of current and future participants' housing;
  - Assist Participants into appropriate program based on assessment, levels of need, and self-sufficiency;
  - Assist Participants in the creation of a self-identified plan to achieve permanent housing;
  - Assist with rental applications and other paperwork as needed for renting and address barriers that may arise;
  - Coordinate financial assistance from Catalyst for deposit and rent and for additional needs including, but not limited to: childcare, assistance with household needs, and transportation;
  - Provide assistance with safety planning, safeguarding home and protect Participant privacy;
  - Stay current with knowledge of grant parameters, available funds and allowable expenditures;
  - Maintain regular ongoing advocacy to foster stable permanent housing;
  - Coordinate schedule to facilitate meetings with Participant and advocate/accompany to other agencies;
- Maintain daily statistics of Housing Programs to foster staff awareness of program vacancies and for reporting;
- Arrange for inspections of potential Rapid Rehousing rentals through Housing Authority of the County of Butte.
- General knowledge of rental process, tenant rights, and other legal aspects of housing;



- Knowledge of local social service agencies, employment assistance, and skill building services;
- Attend relevant community meetings as needed;
- Maintain current knowledge of state and federal domestic violence legislation;
- Document statistics for services provided as per current policy;
- Participate in regularly scheduled staff meetings and program staff meetings;
- Attend in-service training per policy;
- Staff hotline minimum 6 hours per quarter on-call;
- Other duties as assigned.

### **QUALIFICATIONS:**

- Related work or lived experience or a Bachelor's degree in a human service discipline;
- Demonstrated ability to cope effectively in crisis;
- Excellent communication and organizational skills;
- Demonstrated ability to multi-task, work independently, and as part of a team;
- General office and computer skills (Microsoft Office and database experience preferred);
- Completion of mandated 40-hour training (post-employment);
- Ability to pass DOJ background check and DMV record check (proposed);
- Reliable transportation, valid driver's license and auto insurance; willingness and ability to maintain a safe vehicle and driving status to use for transport of Participants and self for job duties.

### **COMPENSATION:**

- This is a 36 hours per week position;
- \$19.00 per hour;
- Bilingual Incentive \$1.00 per hour;
- Catalyst staff members who work 30 hours or more are eligible for dental, vision, and medical benefits as per current personnel policies;
- Travel reimbursement as per current personnel policies.