

## **EVE, Inc.**

### **Rapid Rehousing Coordinator**

#### **Summary of Functions**

The Rapid Rehousing Coordinator is responsible for oversight of Eve's Rapid Rehousing Program team in the effort to provide survivor-centered advocacy, empowerment and case management to survivors of domestic violence, sexual assault, stalking or human trafficking during their transition into stable housing. Eve's Rapid Rehousing program offers case management, rental assistance, partial utility assistance, and associated moving costs for eligible clients for up to 12 months. The RRH coordinator also assists with administrative tasks related to program management. This position reports to the Director of Shelter Program.

#### **Characteristic Job Functions**

- Guides staff in providing trauma-informed, survivor-driven and inclusive direct services to clients including crisis intervention, empathetic listening, housing advocacy, financial empowerment, information and referrals.
- Provides supervision and assists in training RRH advocates in EVE's advocacy approaches, and RRH program specific policies and procedures
- Assists staff with client RRH case management responsibilities
- Develop plans with clients that assist them in meeting their goals for housing, and connect them to resources to support other outlined goals
- Provide housing options, assist clients with housing applications, and work closely with landlords and property management companies
- Complete required inspections on potential rentals
- Collect program fees
- Be Housing Quality Standards (HQS) certified or be willing to become certified
- Regularly schedule meetings with clients regarding how they are meeting their housing plans
- Provide and supervise 30-day wrap around exiting services
- Promotes the professional development of RRH advocacy team
- Maintain and ensures timely and accurate data management including client files, case notes, timesheets and other record keeping as required in accordance with agency policy/procedures and within established timelines
- Ensure client notes are timely entered and one – half of billable time is client facing
- Serves as point of contact for initial participant grievances
- Develops relationships between RRH program and property managers and community partners including the county COC
- Regularly attend local COC meetings and other relevant meetings assigned
- Other duties as assigned

## **Position Qualifications**

- Bachelor's Degree in human services or related field or equivalent experience and training required
- Knowledge of issues experienced by survivors of domestic violence, sexual assault, stalking, or trafficking
- Ability to work with individuals from diverse backgrounds
- Experience with case management or housing services
- Demonstrated ability to lead and manage a team of staff members
- Demonstrate empathy, critical thinking, problem-solving, and conflict resolution skills
- Possess strong verbal, writing and general computer skills: use computer for report writing, data collection/meet job expectations
- Previous employment in housing services, community agency, or other related nonprofit or social change organization a plus

**Must pass a background check.**

**Full-time, non-exempt, hourly 40 hours a week.**

**We offer a competitive hourly rate and extensive benefits package including health, dental, optical, life insurance, and retirement account.**

**Please send a cover letter and resume to [bhudgens@eveinc.org](mailto:bhudgens@eveinc.org) if you are interested in applying.**