



# Amador Tuolumne Community Action Agency

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## ATCAA HOUSING RESOURCES COORDINATOR I Job Description

Definition: As a part of the ATCAA Housing team, the Housing Resources Coordinator I plays an essential role in ATCAA as a whole. Under the general supervision of the Deputy Housing Director, the Housing Resources Coordinator I is responsible for implementing and operating housing programs including but not limited to emergency and transitional housing, rental assistance and financial literacy instruction.

Supervisor: Deputy Housing Director

### Job Duties and Responsibilities Related to This Position:

- Be trained and available for temporary assignment or re-assignment for all ATCAA Housing Resources programs according to staffing needs;
- Cross-train on intake and eligibility guidelines for all ATCAA Housing programs including emergency shelters, transitional housing, rental assistance, financial literacy instruction, housing counseling, credit counseling and other Housing programs that may be created;
- Cross-train on daily operations of all ATCAA Housing programs and maintain proficiency at site operation of emergency shelters and transitional housing through regular updates and training;
- Staff the primary Housing Resources access desk at the Sonora Service Center or Jackson Service Center, depending on county of hire;
- Prepare housing services program evaluations and monitor client outcomes, collect customer feedback and program evaluation forms. Prepare reports on findings and review with Program Director and Agency Executive Director regularly;
- Perform household housing needs assessments (Home Inspections) and complete intake packets with clients for ATCAA Housing according to program guidelines;
- Perform data entry for clients of ATCAA Housing programs in multiple online systems;
- Maintain confidential client files and other confidential client information according to ATCAA policies;
- Participate in regional housing and homeless services associations including but not limited to the Central Sierra Continuum of Care, Northern California Housing Counseling Network and Northern California Homeless Roundtables;
- Participate in marketing housing resources services to the community through outreach efforts such as Health Fairs, Job Fairs, county fairs, annual homeless surveys and other community events, fundraisers and collaborations;
- Assist the Housing Resources Director as needed.

### General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outline in the “Statement of Confidentiality and Ethics”;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA’s Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Meet performance goals and outcomes established through annual evaluation process;



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- Work in partnership with all ATCAA staff and volunteers to provide high quality customer service and to ensure efficient and effective delivery of housing services;
- Keep current on available community resources for housing and housing services relative to major responsibilities;
- Maintain well-organized office or housing facility operations;
- Complete other tasks as assigned by the supervisor which are consistent with the definition and intent of the job description.

### Minimum Qualifications:

- Meet all federal/state licensing requirements and/or program requirements necessary for this position: possess a continuously valid California driver's license and an acceptable driving record, and fingerprint clearance;
- Demonstrate good written and oral communication skills during written application and practical testing during interview;
- Demonstrate proficiency with computers and Microsoft Office programs, including Word, Excel and email;
- Prefer professional experience working with diverse populations and volunteers;
- Have experience and level of comfort with community outreach, marketing, and public and media relations.

### Working Conditions:

Work takes place in a normal office environment at ATCAA's Housing Resources offices or housing facilities with occasional standing and computer work for extended periods and some lifting required (20-40 lbs.). The salary for this position is conditional on ATCAA receiving funding for the fiscal year. This position may entail working after hours to attend community and/or business meetings.

A-TCAA Salary Range:        130

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

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Employee Signature

\_\_\_\_\_  
Date