



Title: Transitional Housing Program Coordinator

Status: Full Time (Exempt)

Report to: Director of Services and Operations

Location: Cook county and collar counties.

Responsibilities

The Transitional Housing Program Coordinator is primarily responsible for three main areas. First, lead projects to strengthen KAN-WIN's direct service capacity, addressing accessibility, accountability and sustainability. Second, address emotional and physical trauma and provide comprehensive case management services for KAN-WIN's transitional housing program. Third, provide overall housing advocacy to KAN-WIN's program participants and help them to navigate long- and short-term housing needs; help survivors sustain their lives without gender-based violence in a safe, independent and sustainable place.

Specifically, the Transitional Housing Program Coordinator's responsibilities include, but are not limited to:

Job Responsibilities

Provide Case Management for KAN-WIN's transitional housing program

- Administer the transitional housing program by recruiting and selecting program participants, ensure the delivery of program policies, assisting selected participants in securing affordable housing, making sure appropriate subsidies are paid in a timely manner, empowering participants to build self-sufficiency, and providing following array of services as stated below:
- Provide crisis intervention for clients to ensure that immediate medical, legal, transportation and child care needs are met.
- Develop short- and long-term goals with clients, check in weekly or biweekly to track progress, and make appropriate adjustments and plans accordingly.
- Meet biweekly with clients and clients' children for counseling, or ensure appropriate counseling for them through other team members and/or referrals.
- Coordinate with the legal advocate to ensure that clients' legal advocacy needs are met. This may include accompaniment to appropriate legal services and institutions, translation and review of pertinent legal information, assessment of legal needs (such as immigration issues), and advocacy.
- Conduct assessment of clients' eligibility for public benefits and assist clients in completing and submitting applications.
- Ensure that clients' social service needs are met through advocacy, accompaniment, translation, review of client cases, and collaboration with other organizations.
- Identify client financial management needs and provide appropriate services.

- Identify needs around job skills and language barriers and provide appropriate services and referrals.
- Master Chicago and IL tenants' rights and responsibilities.
- Work as a liaison between clients and landlords should any conflicts arise.
- Develop community resources and make appropriate referrals to meet clients' needs.

Coordinate Housing Advocacy

- Navigate affordable and safe housing resources and share the information with all KAN-WIN clients and the general public.
- Coordinate furnishing and supplies for apartment units through donation.
- Manage finances pertaining to providing non-TH clients with housing advocacy to meet their needs.
- Coordinate services for other client needs, including transportation, child care, and schools for children.

Program Administration

- Assist fundraising committee with helping to sustain/improve the TH program.
- Coordinate preparation and submission of designated grant continuation and report materials in a timely manner.

Required Qualifications

- Demonstrate commitment to the mission and goals of KAN-WIN.
- Experience in working with immigrants in the capacity of case management and advocacy.
- Fluency in English and speaking skills in an Asian language preferred.
- Driving is needed for this position; you must have a valid driver's license.
- Flexible work schedule to accommodate client's schedule at evening or weekend is required.

Desired Qualifications

- A Bachelor's degree in Social Work, Counseling or related field.
- Working knowledge of the dynamics of the social service organizations and immigrant community.
- Excellent communication skills, writing and public speaking.
- 40-hour domestic violence training.

How to Apply

- TO APPLY, SEND FOLLOWING TO: hr@kanwin.org with the subject line: "Application for Transitional Housing Program Coordinator"
- Resume
- Cover letter specifically referencing qualifications enumerated above
- A list of 3 references