



KBFLC's JOB DESCRIPTION

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| JOB TITLE: | Housing Services Coordinator |
| REPORT TO: | Program Director |
| TIME REQUIREMENT: | 40 hours a week |
| PAY: | \$47,000 a year |

About Kingdom Builder's Family Life Center:

Kingdom Builder's Family Life Center is an organization committed to transforming the lives of individuals and families in marginalized communities affected by domestic and sexual violence. We provide a variety of services to support and empower individuals and families in need, including immediate danger housing, transitional housing programs, rental assistance, and our step-up housing program.

Job Description:

Kingdom Builder's Family Life Center is seeking a Housing Services Coordinator dedicated to offering culturally sensitive advocacy and support to individuals and families seeking housing services. The ideal candidate will possess a profound understanding of the unique challenges encountered by marginalized communities and will be able to address their needs with empathy and cultural awareness.

Responsibilities:

- Conduct intake and assessment services for individuals and families seeking housing assistance, including those facing immediate danger due to domestic or sexual violence.
- Develop and execute culturally sensitive advocacy and support plans tailored to the specific needs of each client, prioritizing their safety, well-being, and empowerment.
- Collaborate with community partners, agencies, and stakeholders to ensure comprehensive access to support services, including mental health resources, legal aid, and educational opportunities.
- Maintain accurate and confidential client records, documenting services provided and progress towards goals.
- Facilitate referrals to our various housing programs, ensuring smooth access to suitable resources.
- Engage in outreach and educational initiatives within marginalized communities to raise

awareness about domestic and sexual violence and available support services.

- Stay abreast of current trends, best practices, and cultural competency in the domains of domestic violence and housing services through ongoing training and professional development.

Qualifications:

- Bachelor's degree in social work, psychology, counseling, or related field preferred.
- Demonstrated experience in advocating for marginalized communities, particularly in the realms of domestic and sexual violence.
- Familiarity with trauma-informed care principles and culturally responsive approaches.
- Strong communication and interpersonal skills, with the ability to establish trust and rapport with clients from diverse backgrounds.
- Capacity to collaborate effectively within a multidisciplinary team and work independently with minimal supervision.
- Proficiency in Microsoft Office Suite and case management software.
- Bilingual proficiency in English preferred.
- Preference will be given to candidates who exhibit cultural sensitivity or identify with communities served by our organization.

Kingdom Builder's Family Life Center is an equal opportunity employer and encourages candidates from all backgrounds to apply. We are committed to fostering an inclusive and supportive work environment where all employees can thrive. KBFLC's policies prioritize staffing positions with the most qualified individuals, irrespective of race, color, national origin, age, gender, disability, or veteran status. Furthermore, policies affecting employees will be implemented without regard to these factors. We believe in equal opportunity for all, recognizing that everyone flourishes when provided with a fair chance to succeed.