

**Position:** Transitional Services Coordinator

**Position Status:** 1.0 FTE

**Wage:** $16.00/hour

**Benefits:** After 90 days - Medical/Dental/Vision, Holidays, Paid Flex Time Off, Parental Leave of Absence, Medical Leave of Absence; as well as, compliant with USERRA

**Reports to:** Programs Director in collaboration with Exec. Director

**Summary**

The Transitional Services Coordinator is responsible for transitional housing assistance that includes client intake, assessment, goal planning, and case management to those impacted by domestic violence, dating violence, sexual assault, and/or stalking seeking to transition from emergency shelter to independent living with the goal of stabilizing in permanent housing. This position will provide direct service work to ensure housing and related needs are met.

**Essential Duties and Responsibilities**

* Monitor grant activities to include, but are not limited to:
  + Client intake
  + Assessments
  + Goal Planning
  + Case management
  + Track progress of each client
  + Maintain non-identifying statistics on a monthly, semi-annual, and annual basis
  + Transportation
* Develop agreements with landlords to lease housing; oversee furnishing, cleaning, and maintenance of housing to prepare for occupancy; settle participants into transitional housing.
* Work with Executive Director to ensure timely payments and quarterly review of budget.
* Work closely with the Programs Director.
* Work with the Advocacy Support Coordinator to prioritize emergency shelter residents’ ability to transition into the Transitional Housing program.
* Provide support, mentorship, and proper referrals with community partners.
* Regular contact with clients in the program, which may include home visits.
* Ensures compliance and upholds SFS policies and procedures.
* Facilitate a safe, supportive, and trauma-informed environment for survivors and their children of domestic violence, dating violence, sexual assault and stalking.
* Maintain confidentiality of survivors and their children as well as SFS staff.
* Provide direct service advocacy.
* Maintain open communication with staff and the Programs Director.
* Other duties as assigned by the Executive Director.

**Qualifications**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed in this job description. Attention to detail and strong organizational and time management skills, ability to work as an individual and as part of a team, handle multiple priorities and remain calm in stressful situations, maintain confidentiality and dedication to continual improvement are essential to this position. Some evening and weekend work may be required. Must be willing and able to travel.

**Skills**

* Knowledge of family violence, sexual assault, and stalking.
  + State of Oregon approved training (may be completed concurrent with work).
* Cultural responsiveness; recognition of and respect for diversity.
* Ability to work in crisis situations.
* Creative and innovative thinking.
* Ability to problem solve and make decisions individually and/or within a team.
* Ability to create and maintain staff-client boundaries.
* Knowledge of position duties and responsibilities.
* Ability to create and maintain quality working relationships with community partners.
* Strong organizational and computer skills.
* Ability to advocate for clients.

**Other Requirements**

* Associate Degree in Social Work and/or related degree **OR** an equivalent combination of training, volunteering, and work experience.
* Experience working with survivors preferred.
* Ability and willingness to be on call, work weekends and/or evenings, and be willing to travel.
* Valid driver’s license, insurance and access to regular transportation required.
* Criminal background check required; comply with agency drug and alcohol policies.
* Must comply with all SFS policies and safety regulations.
* Agree, in writing, to maintain confidentiality of clients, staff, and SFS agency always.
* Bi-lingual, preferred

The USDOJ and Shelter From the Storm are equal opportunity providers and employers.

Please submit cover letter and resume to your local WorkSource.