



Job title	<i>Tenant Based Rental Assistance Housing Coordinator</i>
Reports to	<i>Housing Program Manager</i>

1. Job purpose

The TBRA Housing Coordinator role is responsible for coordinating housing services for clients enrolled in or referred to the Housing Opportunities for Person with AIDS (HOPWA) Tenant Based Rental Assistance Program (TBRA). The TBRA Housing Coordinator works closely with the referred clients' case manager in the provision of rental assistance services.

2. Duties and responsibilities

1. Perform initial housing intake on clients referred to the HOPWA rental assistance program.
2. Reassess clients' continued housing needs through the completion of reassessments to include financial analysis, application, housing plan, etc, and present the information to the HOPWA panel for review.
3. Conduct home inspections as required by the program guidelines.
4. Ensure that the clients in the program are complying with the Program Agreement and program policies/procedures.
5. Provide general housing information to clients and answer questions about the application process.
6. Prepare and submit rental billings including credit, addendum, and invoices, in a timely fashion.
7. Once rental checks are received, prepare and distribute rental check to clients/landlords and maintain record in the file.
8. Prepare and distribute letters/notices for assistance verification, reassessments/home visits, 6 months remaining, panel approvals/denials, etc.
9. Coordinate panel and panel assessments.
10. Coordinate client appeals for continuation of assistance.
11. Manage and maintain client records in an organized manner.
12. Monitor financial status of the program and announce the acceptance of applications as appropriate.
13. Input changes in client data and other assigned data/notes in HMIS, ARIES, and ClientTrack as assigned.
14. Maintain Excel databases for reporting and client tracking.
15. Enter/discharge TBRA clients (and other HOPWA grants as assigned) in HMIS and enter service units within the required time frame.
16. Perform other duties as assigned.

3. Qualifications

Bachelor's Degree in Social Sciences or related field. The candidate should possess budgeting skills; have a reliable means of transportation (with full-coverage) for making home visits, and computer knowledge/skills, particularly in Microsoft Excel. The candidate should have at least one year experience in providing supportive services in a social service agency and/or experience working in a housing program.

Job Description

PREFERED QUALIFICATIONS:

Bilingual English/Spanish ability preferred. The preferred candidate should have at least 3 to 5 years' experience in providing supportive services in a social service agency and/or experience working in a housing program.

CONTINUING EDUCATION:

The TBRA Housing Coordinator will be required to obtain basic knowledge of HIV/AIDS and maintain/expand their knowledge about housing issues and local resources.

4. Working conditions

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also requires working with the community residents and difficult situations. Evening and/or weekend work may be required as job duties demand.

Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee must occasionally lift or move up to 25 pounds.
