



# Housing Coordinator

<b>Job Title:</b>	Director of Housing Programs
<b>Reports to:</b>	Anna Beasley, Director of Adult Advocacy
<b>Classification:</b>	Part-time, hourly
<b>Hourly Range:</b>	20-25 hours/ week
<b>Schedule:</b>	Flexible

## Overview of The Factory Ministries

The Factory Ministries is a Christian social service agency that is committed to serving individuals facing poverty within the Eastern Lancaster County area. By serving as a hub to connect needs with resources, The Factory Ministries is empowering people to overcome their circumstances and strengthen their community. To The Factory, everyone's journey matters!

## Job Overview

The Housing Coordinator facilitates and continues to develop the Crisis Housing, Bridge House East Programs, and Eviction Prevention programs. The Housing Coordinator works closely with other Lancaster County agencies and organizations to facilitate county-wide programs, collaborate on new initiatives, and assess county-wide needs and resources. The Housing Coordinator also works closely with the Pequea Valley School District to understand housing needs and provide resources to families in the district. The Housing Coordinator provides case management services within the housing programs to help families and individuals achieve sustainable housing.

## Duties and Responsibilities

- Facilitate and continue to develop the Crisis Housing Program (1 unit onsite at The Factory)
  - Provide case management for program participant in the Crisis Housing unit
  - Facilitate and promote relational growth opportunities between the residing family, the Factory, Pequea Valley School District, and other community resources.
  - Facilitate communication between the program participant and facility-related contractors and service providers
  - Manage the transition between families, focusing on creating an inviting and safe environment and ordering supplies (sheets, towels, etc)
  - Ensure that all program requirements are completed in both Charity Tracker and Empower Lancaster
- Facilitate and continue to develop the Bridge House East (DVS) Program (3 units)
  - Provide case management for program participant in the Bridge House
  - Be the main point of contact for the respective landlord or property management group and taking responsibility for communicating to the program participant



- Facilitate and promote relational growth opportunities between the residing family, the Factory, Pequea Valley School District, and other community resources.
- Manage the transition between families, focusing on creating an inviting and safe environment
- Ensure that all program requirements are completed in both Charity Tracker and Empower Lancaster
- Represent The Factory at housing program-related meetings with partner organizations
- Regularly assess programs and community needs to ensure that the housing programs are effective and in line with The Factory’s mission, goals, and strategic plan; propose and facilitate changes as needed
- In conjunction with the Director of Adult Advocacy, respond to CHART referrals and complete CHART assessments
- In conjunction with the Director of Adult Advocacy, serve in an on-call capacity for both Crisis Housing and the Bridge House Program participants in the event of emergency

**Qualifications**

- A passion for the gospel of Jesus Christ
- Willingness to work flexible hours as needed
- Experience with and/or understanding of poverty culture
- Detail oriented
- Strong written and verbal communication skills
- Desire for mentorship and growth
- Positive attitude and enthusiasm
- Ability to prioritize and conduct multiple tasks in a fast-past environment
- Understanding of social media tools and resources
- Related Bachelor’s Degree preferred

**Physical Requirements**

- None

<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Submitted by:</b>	
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>

