



THE HOMELESS FAMILIES FOUNDATION

JOB DESCRIPTION

JOB TITLE: Beyond Housing Team Lead **CLASSIFICATION:** Non-Exempt
DEPARTMENT: Beyond Housing **POSITION STATUS:** Full-Time
REPORTS TO: Director of Beyond Housing **ORIGINAL DATE:** 5/2018
REVIEWED:

PURPOSE OF POSITION:

The Beyond Housing Team Lead is responsible for assisting in administrative oversight of the Beyond Housing programs as well as providing housing stability services for Beyond Housing participants and families enrolled in Homeless Prevention for Expectant Mother (HPEM).

MISSION/VISION/CORE VALUES:

The Homeless Families Foundation believes it is unacceptable for any child in Columbus to be homeless. Our Mission reads: The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency. Our vision is that by building community, stabilizing families, and educating children, we can contribute to ending homelessness in our area.

ESSENTIAL FUNCTIONS:

1. Case Management
 - a. Complete intakes with families referred to Beyond Housing and HPEM and initiate in-person home based weekly case management services
 - b. Assist in identifying and securing housing with qualified landlords that meet HQS and rent reasonableness
 - c. Coordinates and provides ongoing communication with landlords to ensure tenant compliance
 - d. Provide tenant education, delivered through group and individualized processes to promote cooperative relationships between tenant -landlord and tenant rights and responsibilities.
 - e. Develop individual strength based service plans with families to identify barriers to housing stabilization with particular focus on employment and a healthy pregnancy.
 - f. Coordinate development of a housing retention plan to help ensure client can maintain monthly rental obligations.
 - g. Build communication and coordination with CareSource (Nurses and Life Coaches) and Community Health Workers (CelebrateOne) to ensure mother is linked with necessary medical/prenatal services

- h. Provide income stabilization services including budgeting, financial education and resume building
 - i. Connect families to employment services with engagement in education or job training
 - j. Coordinate with CareSource Life Coach Programming to identify current income and financial goals.
 - k. Assess, explore, and discuss programs for children including school placement, daycare and parenting education.
 - l. Continue to assess and screen for public benefits as needed including health insurance, WIC and others as needed.
 - m. Educate family in safe sleep, emotional bonding with infant and other pre-post-natal services.
 - n. Plan and direct particular aspects of the program through service coordination with other agencies and providers.
 - o. Participate in required partner meetings for compliance and community meetings as needed.
 - p. Monitor housing for safety and housekeeping issues.
 - q. Provide aftercare service to clients or landlords when needed.
2. Community Involvement
- a. Build and maintain relationships with local landlords and employers.
 - b. Collaborate with other Family Providers/Community Partners including CMHA, CareSource, Celebrate One, Moms2Be, and Ohio Means Jobs amongst many others. .
 - c. Work in collaboration with all Homeless Families Foundation programs.
 - d. Build and maintain relationships with outside referral agencies, such as Mental Health agencies, Franklin County Children Services, COVA, FCDJFS, etc.
3. Administrative
- a. Work directly with Beyond Housing Director to provide insight and improved programming for all Beyond Housing Programs.
 - b. Work directly with program director to ensure grant compliance, high performing programming measures, and reporting outcomes.
 - c. Provide direct supervision and support to Beyond Housing Case Manager/ Resource Coordinator
 - Provide direct case supervision and guidance including aftercare services
 - Data entry into Impact Database.
 - Material goods oversight including GFS, Mid-Ohio Food Bank, fresh foods, supplies and special holiday events.
 - Work with supervisor on food drive and food maintenance
 - Work directly with Volunteer Coordinator and Volunteers to ensure proper organization of tasks, goods, and supplies coming into HFF.
 - d. Keep an updated Beyond Housing Daily Occupancy and Expense Report
 - e. Strengthen strategic partnerships with valuable community partnerships including referral process to reinforce the Beyond Housing holistic approach to families.
 - Meet with a community partner at least monthly and bring them in to present programming to staff
 - Continue to build programming for the two-generational approach with families.
 - f. Be present in both Dowd and Rapid Re-Housing team meetings, family night, and/or special events for outreach to Beyond Housing.
 - Provide updates to all programs regarding shared families.

- Provide updates to all programs regarding Beyond Housing admissions
- g. Participate in weekly case review meetings.
- h. Document information in CSP system and provide accurate information to CSP administrator
- i. Maintain up-to-date paperwork, goal plans, case notes and other documentation
 - Complete transitional funds and other necessary required paperwork in a timely manner as required by funder/HFF policies and procedures.

MINIMUM SKILLS AND ABILITIES REQUIRED:

1. BA or BS in Social Services or related field, MSW preferred
2. Minimum of 2 years working with at-risk families
3. Working knowledge of landlord/tenant law
4. Ability to interact and communicate in an effective, professional, courteous and timely manner.
5. Effective planner to accurately scope out length and difficulty of projects; develop schedules and complete assignments.
6. Written communications convey information in a clear concise manner.

FUNCTIONAL REQUIREMENTS:

1. Position requires periods of prolonged sitting, as well as periods of standing/walking.
2. Must be able to push, pull, lift, and carry up to 10-50 pounds as required
3. Manual dexterity necessary to operate computer, telephone systems, and other office equipment.
4. Physical ability to perform job requirements of usual and customary office procedures and communications.
5. Ability to operate a motor vehicle and/or access other means of transportation in order to travel locally for business related to The Homeless Families Foundation.
6. Maintains driving privileges as determined by the OH BVM, as well as proof of insurance.
7. Office environment, no unusual environmental factors. Potential alternative locations for meetings with clients.

The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this job. This is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the job.

I understand the above statements are the functions, requisite skills and abilities, and requirements of this position, and at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I have read the job description for this position and understand that it will be a basis for evaluating my performance.

Signature **Date**