

TUNDRA WOMEN'S COALITION
Job Description
Housing Coordinator and Facilities Manager
Non-Exempt Position

Preferences & Requirements: Yup'ik Speaker preferred

Knowledge of dynamics of domestic violence & sexual assault required

Knowledge of child sexual abuse and child abuse/neglect and substance abuse preferred

Must have basic computer skills and a driver's license

Must be willing to travel (typically for training)

Experience with traditional or subsistence activities, and willingness to work with program participants utilizing these skills preferred; ability to organize groups of participants in such activities required

High School Diploma or GED required; post-high school education preferred

Must be able to pass background check

Hours: This is a full-time, 40-hour/week position. Estimated about 50% of time will be spent on facilities management and coordination and 50% time spent on working with ladies in the shelter attempting to find housing and fill out applications, and case manage the ladies in the Transitional Houses. Hours will typically be 9-5 or 10-6 though occasional evening work for home visits or other assistance will be required

Responsibilities:

1. Work with emergency shelter staff in identifying potential families for Transitional Housing.
2. Work with residents in the shelter wanting to fill out housing applications or find housing options.
3. Manage the main Housing grant sources and funded activities – currently BHAP.
4. Become familiar with grant budgets and ensure that expenses are within budget
5. Write reports and track data as needed and Participate in training and technical assistance as appropriate
6. Assist participants with moving out of shelter and into TH and permanent residences.
7. Develop safety plans with families and ensure confidentiality for participants and for properties
8. Develop follow-up support plans, in particular coordinated with staff such as the elder or youth services/prevention staff/support groups facilitators/child car staff/mental health clinician for all families moving out of shelter in the Bethel community.
9. Calculate and collect rent for families when appropriate
10. Ensure that TWC's Transitional Housing properties are properly maintained, safe and accessible
11. Assist with purchasing supplies, implementing cab vouchers, etc for families as needed/per budget
12. Assist families with obtaining permanent housing and linking families with community resources and other resources within TWC, such as outdoor, culturally-based activities
13. Address emergencies with TH families or TWC-owned TH properties
14. Seek funding or partnership opportunities to renovate or improve the properties
15. Implement AHFC Homeless Assistance prevention/placement program funds
16. Assist with outreach, presentations and staff training as needed and serve on various advisory groups and teams, especially the Housing Coalition.
17. Monitor TWC property, coordinate repairs, and monitor system performance
18. Maintain adequate inventory of food, household supplies, and order items as necessary
19. Ensure compliance with all safety and security protocols. Prepare for inspections and get compliant with recommendations.
20. Keep excellent records of TWC properties.
21. Participate in staff meetings and supervision
22. Attend training as required and perform other duties as assigned by ED
23. Be on call to respond to Sexual Assaults with the Multi-Disciplinary Team one week every other month.
24. Model sober & non-violent behavior on and off the job

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