

TUNDRA WOMEN'S COALITION
Job Description
Transition Coordinator

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 misuse 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, non-exempt position. Estimated about 40% of time spent on Transitional Housing and 60% time spent on other duties as outlined below, primarily related to nonresidential follow-up services. Hours will be 9-5 or 10-6 though occasional evening work for home visits or other assistance will be required

Responsibilities:

Manage Transitional Houses

1. Work with emergency shelter staff in identifying potential families for Transitional Housing (TH)
2. Assist participants with moving out of shelter and into TH and permanent residences
3. Develop safety plans with families and ensure confidentiality for participants and for properties
4. Develop follow-up support plans, in particular coordinated with staff such as the elder or youth services/prevention staff/support groups facilitators/child care staff/mental health clinician
5. Calculate and collect rent from families
6. Ensure that families are participating in services voluntarily, and that culturally-appropriate, holistic service approaches are utilized within the program
7. Ensure that TWC's Transitional Housing properties are properly maintained, safe and accessible
8. Assist with purchasing supplies, implementing cab vouchers, etc for families as needed/per budget
9. Address emergencies with TH families or TWC-owned TH properties
10. Submit Federal TH Annual Utilization Report each year to Department of Health & Human Services
11. Manage the rent collection fund with support from finance administrator and Executive Director or deputy administration

Assist longer-term (past two months) shelter residents to transition to permanent housing

12. When residents request more shelter time than the emergency two months, the Transition Coordinator will meet with the resident, talk about goals, identify options, create a timeline, and approve extended time when appropriate
13. Check in weekly with longer term families in the shelter to make sure they are meeting their goals and have the referrals they need to work their case plan.

Other:

14. Coordinate follow up services with residents who have opted into follow up services
15. Help implement AHFC Homeless Assistance prevention/placement program funds
16. Be a member of the Sexual Assault Response Team and do on-call hours one week every other month
17. Participate in staff meetings and supervision
18. Attend training as required and perform other duties as assigned
19. Model sober & non-violent behavior on and off the job