

Job Description: Lead Interim Housing Coordinator

Status: Full-time Hourly

Reports to: Sites Manager

Currently Supervises: N/A

Schedule: 8-hour shift

Work Location: In person

Salary Range: \$36,000 - \$39,000

Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Job Summary

In order for LPCS programs to reach their maximum potential, Guests need a stable, safe, healthy, and positive place in which to make life changes. The Interim Housing Coordinators are responsible for creating and ensuring a safe, healthy, and respectful community for Guests. Guests will become more invested in their own life changes when they feel connected to something larger than themselves – a community. They will see how their actions affect the community, and how they can learn and benefit from others in the community. Creating this sense of community will result in greater social skills and more positive decision-making abilities, which in turn will lead to more lasting life changes.

Responsibilities

Community and Program Coordination

- Create and promote a healthy community environment for Guests of the Interim Housing Program.
- Coordinate the operations of the Interim Housing Program to ensure smooth and consistent implementation.
- Enforce LPCS rules and policies using Trauma-Informed Care, Harm Reduction, and Unconditional Positive Regard.
- Help prepare meals according to established menus and recipes when volunteers do not provide food.

Guest Support and Safety

- Provide support and guidance to Guests, identifying their needs and communicating these to other program staff as appropriate.
- Conduct regular neighborhood security patrols to ensure safety.
- Supervise daily resident activities, including showers, laundry, chores, computer lab, and phone use.

Volunteer Coordination and Training

- Interact with and provide orientation for new volunteers, ensuring compliance with all procedures.
- Communicate effectively with volunteers to ensure operational consistency.

Record Keeping and Resource Management

- Collaborate with the site manager to create monthly menus.
- Manage food and kitchen inventory to assist the site manager with order placements.
- Coordinate with overnight staff for daily food preparations.
- Ensure the kitchen complies fully with state and local sanitation standards.
- Coordinate with overnight staff to update Daily Logs and record Guest services in Client Track.
- Ensure accurate entry of food tallies and other data into appropriate reporting logs by overnight staff.
- Complete the Basic Daily Needs log every morning and ensure Guest needs that are met are also recorded as services in Client Track.
- Ensure that group attendance is recorded in Client Track.
- Review and address issues with intake forms promptly.
- Ensure 100% implementation of Green Team activities (1521 Mon/600 Wed) and log attendance.
- Maintain the accuracy and confidentiality of client files.
- Organize community spaces, maintain stock of supplies, and assist with donation sorting.

Communication and Community Building

- Attend all Weekly Case Management Meetings to stay informed on guest-related matters, ensuring ease of communication and continuity of services
- Ensure that monthly, weekly, and daily activity calendars are current and visible in all Guest areas.
- Provide shadowing and mentoring for new hires post-onboarding.

- Demonstrate the ability to foster a positive, safe, and healthy environment for both Guests and staff.
- Utilize effective communication skills for coordinating with volunteers and team members, and adeptly addressing Guest needs.
- Possess strong written and verbal communication skills, capable of adjusting communication style to suit different audiences.
- Exercise leadership skills in workload scheduling, decision-making, and motivating team members towards achieving positive outcomes.
- Work effectively within a team, contributing ideas and adapting to changes seamlessly.
- Quickly adapt to changing circumstances and adjust strategies as needed.

Additional Support

- Provide extra shift coverage as necessary.
- Attend required meetings to stay informed and contribute to program development.

Qualifications

- Bachelor's degree preferable, but not required with relevant experience
- Demonstrate desire and ability to work with homeless
- Be willing to work in a diverse environment with regards to race, ethnicity, culture, sexual orientation and gender
- Demonstrate ability to work independently and as part of a team
- Have excellent written and verbal communication skills
- Be willing to work flexible hours as needed and have impeccable attendance
- Have the desire, creativity, and flexibility to work in a new and fast growing agency
- Experience working with individuals experiencing homelessness, mental illness and/or substance abuse
- Ability to respond to crisis situations and develop appropriate responses to unexpected situations
- Must be willing to complete a 20-hour unarmed security training course and/or have current PERC registration

Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the

decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

Other Considerations

NOTE: *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

Employees are advised on OSHA standards through required signage and administrative updates as compliant with federal law.

Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance