

Job Description: Interim Housing Coordinator *(part-time)*

Status: Part-time Hourly

Reports to: Director of Programs

Currently Supervises: N/A

Schedule: M-F

Work Location: On Site – 1521 N. Sedgwick Street

Salary Range: \$17.00 per hour; (\$17,680 - \$22,100 for part-time)

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

The Interim Housing Coordinator (Part-Time) plays a key role in supporting the Drop-in program at Lincoln Park Community Services (LPCS), ensuring that guests have a stable and safe environment to promote positive life changes. Reporting to the Director of Programs, this position facilitates daily operations, enforces rules with empathy, and manages activities like meals, laundry, and guest check-ins. The role focuses on fostering a sense of community, which is essential for empowering guests to make lasting improvements in their lives. This is a 25-hour-per-week, on-site position.

Responsibilities

Community and Program Coordination

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

Guest Support and Safety

- Support and guide guests, identifying their needs and reporting to other program staff as appropriate.
- Provide regular neighborhood security patrols to maintain safety.
- Supervise daily Guest activities including showers, laundry, chores, computer lab, and phone use.
- Provide support for the Drop-in program, which includes serving meals, managing laundry and showers, and facilitating connections between guests and the Drop-in Coordinator for case management support.
- Collect and manage Drop-in data, ensuring guests properly sign in.

Volunteer Coordination and Training

- Interact with and provide orientation to new volunteers, ensuring all procedures are followed.
- Communicate effectively with volunteers to maintain operational consistency.

Record Keeping and Resource Management

- Maintain accurate daily operation logs and guest interaction documentation in Client Track.
- Ensure the accuracy and confidentiality of client files.
- Maintain and stock supplies, organize community spaces, and assist with donation sorting.

Communication and Community Building

- Demonstrate ability to foster a positive, safe, and healthy community environment.
- Use effective communication skills for coordinating with volunteers, team members, and addressing guest needs.
- Possess strong written and verbal communication skills, capable of adjusting communication style to suit different audiences.
- Put into practice leadership capabilities, including workload scheduling, decision-making, and motivating others towards positive outcomes.
- Work effectively within a team, offering ideas and adapting to changes.
- Adapt to changing circumstances.

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.

Health, Safety & Other Considerations

This position involves regular interaction with individuals and teams, including in high-stress or crisis situations. The role may occasionally require working outdoors in inclement weather. While performing the duties of this job, the employee is routinely required to communicate effectively (both verbally and in writing), sit, stand, walk (including ascending and descending stairs), and use hands and arms to operate tools or equipment. The employee may also be required to lift or move objects up to 25 pounds. This role may involve responding to emergencies and requires the ability to remain calm and make sound decisions under pressure.

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

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

Benefits

- Paid time off
- Retirement plan