



HIP (Homelessness Intervention & Prevention) Program Coordinator

DEFINITION: Under the supervision of the Senior Vice-President of Planning and Program Development, coordinates services for older adults who are struggling to maintain their housing.

I. MAJOR DUTIES

- A. Assess clients' housing needs and develop a plan to prevent homelessness
- B. Coordinate payments, not to exceed program cap, for mortgage and rental assistance, property tax, and HOA assistance, utility assistance
- C. Help clients apply for the Low Energy Assistance Program (LIHEAP) and Arizona Rental Assistance Program as well as other financial assistance programs
- D. Develop a tool kit to prevent eviction including housing options
- E. Build relationships and act as a liaison with housing providers and other social service programs to coordinate services and assist older adults
- F. Maintain documentation, collect data and complete monthly report as required

II. OTHER DUTIES

- A. Other duties as assigned by supervisor.
- B. Perform in a manner that is supportive to the cultural needs of the population(s) served by the program or service.

III. QUALIFICATIONS

Bachelor's or Master's Degree in Social Work or closely related degree required; minimum 5 years direct services experience in human service/social work; good writing and oral communication skills; Spanish/English bilingual preferred; Must have Level One Fingerprint Clearance Card. Must have a valid Arizona driver's license and current automobile insurance.

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