POSITION:  Housing Stabilization Program Coordinator
DEPARTMENT:  Resource Center
PAY RATE:  $16.00 to $18.50/hour

JOB SUMMARY:  As a Housing Stabilization Program Coordinator with YWCA Greater Pittsburgh, you will work to address housing insecurity here in the City of Pittsburgh.  The Housing Stabilization Program (HSP) is a combination of programs within the YWCA Greater Pittsburgh Resource Center.  HSP addresses housing insecurity by providing financial support and additional resources to City of Pittsburgh residents who are living at 50% of the Area Median Income and who identify a need. The YWCA Housing Stabilization Program Coordinator provides case management to participants in these programs by following them over the course of 1-6 months to address housing instability. This is achieved through financial support, establishing client-driven housing goal plans, connecting clients to other community resources, and evaluating their stability after exit from the program. The individual in this position also performs program administrative functions such as budget monitoring, collecting, inputting, and analyzing data, and supporting other grant-funded programs in the YWCA’s Resource Center.

MINIMUM QUALIFICATIONS:  Bachelor’s Degree with two (2) years relevant experience OR Associates, Business, or Technical Degree/Certification with three (3) years relevant experience and one (1) year supervisory experience.  This position requires a valid PA driver’s license and reliable transportation for frequent travel throughout the City of Pittsburgh.  Act 33/34 clearances are also required.

ESSENTIAL JOB FUNCTIONS:
Maintain a rolling caseload of applicants within the YWCA’s Housing Stabilization and other rental assistance programs, as needed, to successfully provide rental and utility assistance to eligible low-income households. Track grant spending and achieve monthly spending goals. Communicate proactively with clients through oral, written, and electronic communication to collect documentation and all other necessary information required to process financial assistance applications. Communicate with landlords, management companies, and property owners, as needed, to stabilize participant households. Utilize

Interested individuals can apply at:
https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh
virtual technology, phones, U.S. mail, and in person meetings with clients to assess paperwork and housing needs. Develop client-driven housing goals to support the client’s self-sufficiency. Perform data entry of client demographics and application information for YWCA programs in systems including Apricot, HMIS, Sharepoint, Excel, etc. Collect and share information on available social services and resources in the Greater Pittsburgh area to support low-income individuals and families. Work collaboratively with the housing court, funding agencies, community partners and Resource Center staff to support the overall goals and operations of the Resource Center. Use knowledge of and access to additional Resource Center funding streams to provide greater stability to households in the HSP program. Utilize trauma-informed care, housing first, harm-reduction and social justice frameworks to address barriers to housing. Participate in community, funder, inter-departmental, and agency-wide meetings, as necessary. Other duties as assigned.

ABOUT YWCA GREATER PITTSBURGH:
Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

MISSION IMPACT:
YWCA Greater Pittsburgh employees work together to promote racial justice and reduce race and gender disparities. We deliberately address the challenges and celebrate the triumphs of living at the intersection of race and gender. As a member the YWCA Resource Center team, you will have the opportunity to support and advance our mission of eliminating racism and empowering women by providing housing coordination, financial assistance, and resources to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

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