



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

HOUSING CLIENT ELIGIBILITY COORDINATOR

Division: Health, Housing, and Nutrition

Department: Housing - Livingston

Supervisor: Associate Director for Housing

Job Mission:

To ensure all housing inquiries are addressed appropriately through assessment and referral, and assuring that all eligible persons receive the case management needed to achieve housing stability.

Performance Standards:

1. Respond to all inquiries; perform comprehensive housing assessment and eligibility screening for all those with homeless/housing needs, collecting pertinent documentation for entry into OLHSA Housing programs.
2. Provide applicable intake services, one on one client support, internal/external referrals and resources to eligible clients through light case management.
3. Enter and update all applicants/participants into appropriate databases, assuring participants meet all requirements and standards related to program criteria and eligibility. Reassessing eligibility and needs every four months and verify that required documentation is in client files.
4. Serve as a liaison between the housing case manager and the clients to assure that clients are seen for optimal stability at intervals required by each of the various grants.
5. Carry out all other duties as assigned by supervisor.

Qualifications:

1. Associates degree in health/human services or related field preferred.
2. Experience working with low income clients and vulnerable populations preferred.
3. Minimum of one (1) year experience using computer applications in a Windows environment and other database applications.
4. Valid Michigan Driver's License; valid automobile insurance and reliable transportation to be used for work related travel required.

Hours & Wage

\$15.00 per hour (minimum)

40 hours per week, 52 weeks per year

Location

Livingston County