



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 COACH

Division: Community & Energy Services
Department: Welcome Center Services
Supervisor: Deputy Director for Welcome Center Services
FLSA Status: Non-Exempt

Qualifications:

1. Associates degree or two (2) years of experience in the human service field.
2. One (1) year case management experience required.
3. Two (2) years of experience working with computer applications and customer tracking database systems required.
4. Bilingual in English and Spanish preferred.
5. Ability to work periodic evenings and weekends required.
6. Valid Michigan Driver's License, reliable vehicle with current automobile insurance.

Job Mission:

To provide extensive strength-based case management to OLHSA clients within Oakland County that meet the ALICE (Asset Limited, Income Constrained, and Employed) population criteria and assess their eligibility for all services. Provide resources and assistance to meet their immediate needs and to help them achieve self-sufficiency.

Performance Standards:

1. Provide extensive strength-based case management for Oakland County clients seeking services that meet the ALICE criteria. Including but not limited to internal/external referrals, resources and/or intake assistance.
2. Promote OLHSA programs and services at community outreach events and gather external information to provide resources for clients.
3. Conduct intake assessments of clients that meet the ALICE criteria to determine their eligibility for all OLHSA programs. Ensure that linkages are made while meeting quality standards.
4. Ensure timely responses to client's needs. Including but not limited to off-site face-to-face meetings, emails, and telephone calls for assessment and follow-up.
5. Ensure that all client information is properly documented using OLHSA's database system FACSPRO in accordance with federal, state, and OLHSA requirements and policies.
6. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$15.52 per hour

40 hours per week, 52 weeks per year

Location

Pontiac

Job Title: Housing Coach

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	Yes	
Squat	Yes	
Climb	Yes	
Shoulder level	Yes	
Kneel	Yes	
Pushing	Yes	

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: 6/10/2020