



## Human Resources

Oakland Livingston Human Service Agency  
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### H.A.R.A. COORDINATOR

(Housing Assessment & Resources Agency)

**Division:** Health, Housing, and Nutrition  
**Department:** Health, Housing, and Nutrition  
**Supervisor:** Manager for Homeless Services  
**FLSA Status:** Non-Exempt – Non-Union

#### Qualifications:

1. Associate's degree in health/human services or related field, or 3 years of experience performing intake and/or assessments required. Bachelor's Degree 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.

#### Job Mission:

To ensure all housing inquiries are addressed appropriately through assessment and referral, 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 conduct eligibility screening for all those with homeless/housing needs, collect pertinent documentation for entry into appropriate homeless services within the community.
2. Provide community coordinated intake services, client support, internal/external referrals and resources to eligible clients through brief case management; when assigned, respond to after-hours shelter-request calls and, when appropriate, arrange placement with partner motel provider.
3. Enter and update all applicants/participants into appropriate databases, assure participants meet all requirements and standards related to program criteria and eligibility. Reassess eligibility and needs every four months and verify that required documentation is in client files for relevant programs.
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 programs.
5. Assist community partners by providing a network of support through a coordinated entry process which delivers a systematic response to those experiencing homelessness.
6. Carry out all other duties as assigned by supervisor.

#### Hours & Wage

\$17.65 per hour (minimum)

40 hours per week, 52 weeks per year

#### Location

Livingston County

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** H.A.R.A. Coordinator

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

	Hours	Comments
Sit	7	
Stand	N/A	
Walk	1	
Bend/Stoop	7	

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

	Pounds	Comments
<b>Weight Carried</b>	<b>11-25 lbs</b>	Supplies, Food, Clothing, etc

	Pounds	Comments
<b>Weight Lifted</b>	<b>11-25 lbs</b>	Supplies, Food, Clothing, etc

**Date:** Mar 2, 2023