



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

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(248) 209-2615 FAX

Website: www.olhsa.org

PROGRAM COORDINATOR III

Division: Health, Housing, & Nutrition Services

Department: Health Integrated Services

Supervisor: Associate Director for H.I.S. - Housing

FLSA Status: Non-Exempt – Non Union

Qualifications:

1. Bachelor's degree required. An Associate's Degree with five (5) years of experience in program coordination may substitute.
2. Minimum of two (2) years' experience working with low-income clients and vulnerable populations is required. Experience working with HIV+ populations preferred.
3. Minimum of two (2) years' experience using Microsoft applications in a Windows environment and other database applications. Microsoft 365 experience preferred.
4. Minimum one (1) year of experience with client management system data software and/or HMIS required.
5. Valid driver's license; valid automobile insurance and reliable transportation to be used for work-related travel required.
6. Bilingual in Spanish a plus.

Job Mission:

Create increased housing opportunities for those with HIV by operating the Master Leasing Program, coordinating with and leveraging other housing programs, and providing community advocacy.

Performance Standards:

1. Coordinate all aspects of the Tenet Base Rental Assistance Program including enrolling participants, placing them in qualifying units, and acting as a liaison between participants and landlords.
2. Perform community outreach and attend CoC meetings to identify people with HIV in need of housing assistance, facilitate referrals, and promote supportive service opportunities
3. Engage with landlords and property managers to identify safe, affordable, decent housing options and build alliances to promote clients' access.
4. Provide case management and coaching to households enrolled in the Tenet Base Rental Assistance and other housing programs to ensure they comply with program goals and help them transition into independent housing.
5. Work with other divisions and strategic plan committees to coordinate cross divisional efforts to integrate housing assessments and access into all client services.
6. Other duties as assigned.

Hours & Wage

\$21.59 per hour; 40 hours per week; 52 weeks per year

Location: Pontiac

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Program Coordinator III

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

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop	N/A	

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
Weight Carried	Up to 10 lbs	

	Pounds	Comments
Weight Lifted	Up to 10 lbs	

Date: Apr 29, 2025