



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

SHALLOW SUBSIDY COORDINATOR FOR SSVF

Division: Health, Housing, & Nutrition

Department: Homeless Services

Supervisor: SSVF Program Manager

FLSA Status: Non-Exempt/ Non Union

Qualifications:

1. High School Diploma required. Associates Degree or two (20 years of experience in the Human Service field preferred.
2. One (1) year case management or other human service experience required.
3. Two (2) years of experience working with computer applications and client data systems preferred.
4. Bi-lingual in English and Spanish preferred.
5. Valid Driver's License, current automobile insurance, and an automobile to be used for job related travel are required.

Job Mission:

Promote housing stability and economic mobility among Veterans enrolled in SSVF Shallow Subsidy Program

Performance Standards:

1. Assist Veteran clients enrolled in SSVF Shallow Subsidy Program with ongoing light case management services and monthly check-ins.
2. Collect required documents and complete necessary data entry in agency database and HIMS.
3. Monitor enrolled clients' ongoing eligibility and process monthly assistance payments to landlord and utility vendors
4. Participate in outreach events and community coordination activities to promote OLHSA programs and services and gather external information, including traveling to different service locations
5. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$15.71 per hour

40 hours per week, 52 weeks per year

OLHSA IS A DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Job Title: Shallow Subsidy Coordinator for SSVF

Job Requirements (in an 8 hour workday)

Number of Hours - Select full Capacity

	Hours	Comments
Sit	6	
Stand	1	
Walk	1	
Bend/Stoop		

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	none- just files or office supplies

	Pounds	Comments
Weight Lifted	Up to 10 lbs	none- just files or office supplies

Date: Apr 13, 2022