



Family Shelter Coordinator

Title: Family Shelter Coordinator

Direct Supervisor: Housing Services Manager

Program: Emergency Shelter and Outreach Programs

Salary Range: \$23.00-28.00 per hour

Position Type: Temporary, Full Time, non-exempt. This position is funded until March 31, 2027, with the possibility of extension.

Job Location: Brighton, Almost Home, Inc. main office and assigned locations in Adams County

Work Schedule: Monday, Tuesday, Thursday 8:30 AM-4:30 PM, Wednesdays 8:30 AM-6:30 PM and the third Friday of each month 8:30-1:30. Flexible schedule.

About the Organization:

At Almost Home, we prevent and confront homelessness in Broomfield, Adams and Weld County through our Emergency Assistance Programs. Each of our programs are designed to make homelessness rare, brief or one-time. Our targeted services help members of our community develop skills and obtain the resources to reach long-term self-sufficiency. As an agency, we are committed to our mission to empower self-sustainability by providing resource navigation, assistance, and guidance to those experiencing housing instability.

JOB SUMMARY

The Family Shelter Coordinator provides case management and outreach support to individuals and families experiencing homelessness in Almost Home's service area. They help clients develop a Housing Stabilization Plan and perform community outreach to identify new opportunities for accessing resources, employment, supportive services, and housing opportunities.

The coordinator also serves as the point of contact and coordination for partners in Adams County School Districts to ensure students and their families have access to Emergency Shelter options through the Family Shelter. They provide outreach and supportive case management to connect individuals and families experiencing homelessness with Emergency Sheltering and Supportive Housing resources.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Responsible for assessing the needs of families experiencing homelessness and linking them with internal and external resources in the community.
- Meet with families residing in the Family Shelter or partner hotels weekly to provide case management, life skills training, and re-housing support.
- Develop and maintain a resource network for referrals related to the needs of individuals being served in supervised programs.
- Provide ongoing short-term (3 months) motivational case management to households following re-housing; support, establish and maintain relationships with caseload through continuing phone calls, virtual meetings, community-based meetings, and home visits.
- Provides crisis intervention as appropriate in the Family Emergency Shelter.



- Client data entry as required to meet contractual obligations. Data entry into the state's HMIS data management system.
- Ensure that the Family Emergency Shelter meets local and state regulations covering health, safety, and capacity requirements in coordination with direct supervisor and/or agency leadership.
- Manage the Family Emergency Shelter application and referrals.
- Oversee shelter supplies with purchase power while maintaining the shelter supply budget.
- Manage and oversee operations and maintenance needs of the Family Emergency Shelter in coordination with direct supervisor and/or agency leadership.
- Prepare case-related reports and program documents including outcomes, successes, and challenges.
- Support on-going program operations and logistics by creating written materials and maintaining spreadsheets.
- Participate in program evaluation efforts.
- Other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Bachelor's Degree in a Human Services field or comparable combination of education/work related experience required; individuals with lived experience are encouraged to apply.
- Experience in a social service setting with working knowledge of case management systems and planning techniques.
- Experience providing and coordinating shelter services to individuals and families experiencing homelessness is required.
- Working knowledge of severe mental health, physical health, and substance abuse issues, symptoms, and resources.
- Bilingual in Spanish and English preferred but not required.
- Knowledge or familiarity with Harm Reduction, and Housing First models of service delivery and HMIS (Homeless Management Information System) is desirable.
- Strong interpersonal and communication skills, with the ability to effectively engage and build rapport with diverse populations.
- Ability to work independently and collaboratively in a fast-paced environment.
- Excellent organizational and time management skills, with attention to detail.
- Must be proficient in the following computer applications--Microsoft Word, Excel and Outlook.
- Commitment to social justice, equity, and empowering individuals and families to achieve housing stability.

OTHER REQUIREMENTS

- Must have transportation to conduct job related travel.

WORK ENVIRONMENT



- Provide after hours on-call coverage through a rotating assignment.
- Ability to lift 15lbs

BENEFITS and COMPENSATION

Almost Home offers a competitive financial package with a flexible vacation policy, including a minimum of 14 paid holidays, as well as paid personal and sick time. Almost Home also offers a Simple IRA Retirement Plan with a 1% employer match.

Employees can choose from different comprehensive health plans, along with dental and vision coverage. The organization covers a portion of plan premiums. Benefits also include employer paid Life Insurance (Including Accidental Death & Dismemberment), as well as employer paid Short-Term Disability.

We are looking for stars who share our commitment to diversity, equity, and inclusion, along with our passion for our program participants. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

Equal Employment Opportunity Statement

Almost Home, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Almost Home, Inc. values diversity. All employment is decided based on qualifications, merit and mission need.

To apply, please send your resume and cover letter to the Housing Services Program Manager, Elizabeth Sustaita: esustaita@almosthomeonline.org