



**Job Title:** Homelessness Prevention Program Coordinator

**Department:** Stabilization

**Supervisor:** Homelessness Prevention Manager

**Union Affiliation:** OPEIU  
(Associated dues will apply)

**Status:** Non-Exempt

**FTE:** 1.0

**Salary Grade:** 22

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Solid Ground envisions a community beyond poverty and oppression where all people have equitable opportunity to thrive. We are committed to working with compassion, integrity, accountability, respect, collaboration and an anti-oppression approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

## Job Summary

The Homelessness Prevention Programs provide advocacy, case management and financial assistance to support households on their path to achieving long-term housing and financial stability. This position provides overall administrative support to the Homelessness Prevention Programs. The Homelessness Prevention Program Coordinator is responsible for data entry, participant surveys and data collection, and general administrative support for the team. This position will also assist with contract monitoring, on-going program development and running CaseWorthy and HMIS reports for completion of funder reporting and billing.

## Essential Responsibilities, Duties & Tasks

**Data Management:** Enter, maintain and manage data for the Homelessness Prevention Programs using Homeless Management Information Systems (HMIS) within 2 days of application approval, CaseWorthy, Excel and other database and tracking systems as assigned. Work in partnership with team members to monitor and maintain data quality through regular data review/correction and running HMIS and CaseWorthy reports.

**Data Reporting and Record Keeping:** Assist HP Manager with compiling data for funder reports, including running reports in HMIS and CaseWorthy, sorting and filtering data in Excel, and entering compiled data into required report forms. Update 211 Referral Tracking spreadsheet on a weekly basis. Assist HP Manager with reconciling financial assistance payments with Finance records each month, including comparing the Finance ledger with program spreadsheet, ensuring the correct grant was charged for each payment, and that all transactions are listed in both places.

**Contracts:** Assist Program staff with reviewing applications from sub-contract agencies when needed. Respond to general requests for assistance and help callers navigate the appropriate resources by providing general information and guidance as needed.

**Participant Engagement:** Collect outcome data and information through surveying past participants on continued housing stability. Offer referrals and resources to community resources for past participants as needed, and track outcome data using appropriate program database systems in order to share with funders, staff, and community.

**Teamwork:** Participate in program, department, and agency meetings and relevant training as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## **Education and Experience**

*Requires one of the following:*

- a. Two years of administrative coordinator experience in a social service or community service setting including at least 1 year of support to a direct service case management or emergency assistance program.
- b. Associate degree and one year of administrative experience in a social service or community service setting.
- c. Any combination of education, experience and measurable performance, which demonstrates the capability to perform the duties of this position.

## **Minimum Qualifications:**

- Demonstrated proficiency with MS Office software including Word, Excel, and Outlook, and experience using database systems such as CaseWorthy, HMIS, etc.
- Excellent organizational skills, including record keeping skills and ability to maintain timely and accurate files and data entry.
- Demonstrated experience with tracking and reconciliation of spending.
- Proven ability to work individually in a self-directed manner and as part of a team in group projects.
- Self-motivated with the ability to prioritize, enhance work projects and problem solve and to accept unexpected work assignments.
- Detail-oriented with strong organizational skills and strong analytical skills.

- Excellent communication skills, both oral and written.
- Ability to prioritize and handle multiple tasks under stressful conditions. Access to reliable transportation for program activities needed throughout King County.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.

**Desired Qualifications:**

- Experience with Homeless Management Information Systems

**Physical Demands/Working Conditions:** This position works primarily in a general office setting spending approximately 95% of their time in the office and 5% off-site with outreach activities or meetings. Of the time spent in the office, approximately 70% of that time is spent working on the computer and 30% of their time answering the phone, copying, filing, reports, meetings, and mailing. Position requires the employee to lift/carry up to 5-10 pounds rarely, and push/pull 5- 10 pounds seldom, 1-5 pounds frequently. The position requires ability to sit or stand as needed. This position is eligible to have a hybrid schedule with management approval

**Hours & Compensation:** This is a regular 40/week, union position starting at **\$20.81 per hour plus benefits**. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

**To Apply:** Applicants must complete a standard Solid Ground application form, found on our Careers Site: <https://www.solid-ground.org/careers/receiptsassistantapbookkeeper/>. Applications may also be obtained at 1501 N 45th Seattle, or by calling our job line number at (206) 694-6840. Please return completed applications to Solid Ground, 1501 N. 45th Street, Seattle, WA 98103, Attn: Human Resources Department, OR send it by email to [jobs@solid-ground.org](mailto:jobs@solid-ground.org) OR fax to 206.694.6812. **Please attach a cover letter and resume.**

**Until further notice, Solid Ground requires all employees to be fully vaccinated against COVID-19.**

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status***