



Affordable Housing
Coordinated Entry Specialist
Part Time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Affordable Housing Program needs someone who wants to make a difference in the lives of people that need assistance with coordinated entry.

Come join a caring team of professionals who love what they do!

We have a part time position located in Fond du Lac which will help Fond du Lac, Green Lake and Winnebago County residents with supports they need to resolve their housing crisis. This position will provide training and technical assistance, coordinating, facilitating and/or participating in meetings and calls to monitor and help remove barriers to housing on behalf of the local Continuum of Care. Participate in community committees and boards.

Responsibilities Include:

- Conduct various assessments to determine eligibility for the various homeless housing programs and services. Assess for other emergency needs, mainstream services provided by other entities with the local coordinated entry system
- Conduct periodic follow-up assessments
- Provide potential participants with information about community resources, homeless programs and housing resources
- Ensure that clients with the greatest needs receive priority for any type of housing and homeless assistance

Job Requirements:

- The equivalent of a bachelor's degree in human services and/or experience equivalent in a human services field with knowledge of homelessness and poverty; its causes and conditions required. At least three years of direct related is required.
- Specialized training or experience in assisting persons having AODA, mental health issues or other barriers is a plus.
- A sensitivity to the needs of persons experiencing homelessness and/or housing instability
- This position will be required to travel 50% of the time in our 3 county area: Fond du Lac, Green Lake and Winnebago counties using your own personal vehicle
- Good listening skills, and the ability to manage difficult or emotional client situations.
- Good oral and written communication skills.
- An understanding of poverty and the ability to be non-judgmental with those served.
- The ability to maintain confidentiality.
- Drug Screening and background check required

This part time position is for 20 hours a week. Starting wage is \$17.72 per hour. Benefits offered include: vacation, sick and holiday pay, 401k option

Please submit resumes with cover letter to:
Human Resources, ADVOCAP, Inc.,
PO Box 1108, Fond du Lac, WI 54936-1108 OR
FAX 920-922-7214 OR Email <hr@advocap.org>
Responses received by **5/15/19** will receive preference.