



JOB ANNOUNCEMENT: Housing Coordinator

The Atlanta/Fulton County Pre-Arrest Diversion (PAD) Initiative is a coordinating agency that strives to reduce the number of people in jails who could be better served by social and behavioral health services. Through our partnerships with the Atlanta Police Department and local criminal justice agencies, we divert individuals from arrest and work to remove barriers to their success.

Position: Housing Coordinator

Classification: Full Time, with evening & weekend hours as needed to implement project

Supervisor: Executive Director, Atlanta/Fulton County Pre-Arrest Diversion Initiative

Description: The Atlanta/Fulton County Pre-Arrest Diversion (PAD) Initiative seeks a Housing Coordinator who feels passionately about redirecting people out of the criminal justice system and connecting them to the services that can support their path to wellness. The primary responsibilities of the Housing Coordinator will be to identify and manage PAD housing resources, and support the PAD Care Navigation team in linking participants to housing.

Responsibilities:

- Develop a pool of 50 housing placements for PAD participants by December 2019 (third party and PAD-leased);
- Manage PAD housing leases and subleases, including conducting site visits, negotiating with landlords, and providing support to Care Navigation team in managing participant placements;
- Coordinate and/or complete housing assessments within electronic data management system, including Georgia's Homeless Management Information System (HMIS) ClientTrack;
- Work closely with the PAD Care Navigation Manager to cultivate partnerships with housing providers in the Metro Atlanta Area;
- Develop a PAD Housing strategy, based on landscape analysis and need assessment of housing services for PAD participants;
- Promote harm reduction, housing first and cultural responsiveness (including related to racial, cultural, gender identity, or sexual orientation) among Care Navigators and social service partners;
- Maintain confidentiality and respect for participants or potential participants related to all personal information, including but not limited to physical and mental health status, gender identity, drug usage, conviction or arrest history, and immigrant status;
- Commit to ongoing personal, professional and team leadership development grounded in an anti-oppression framework.



Qualifications:

- 5 years' experience in direct social service provision required; in the Metro Atlanta Area preferred;
- Master's Degree in Social Work, Psychology, Counseling, Education or Sociology preferred;
- Supervisory experience required, particularly related to case management, outreach, and behavioral health services;
- Competency with case management software(s), Georgia HMIS ClientTrack preferred;
- Excellent interpersonal skills, including empathetic & supportive mentorship with team members;
- Must have current valid Georgia driver's license, insurance and vehicle;

The Atlanta/Fulton County Pre-Arrest Diversion Initiative is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, military status, age, qualified handicap or disabled status. We are committed to providing a workplace free of any discrimination or harassment.

TO APPLY, submit the following application documents:

1. A cover letter describing your relevant experience and why you are interested in PAD
2. A resume
3. Contact information for two references

Email application documents in PDF format to info@prearrestdiversion.org with "PAD Housing Coordinator" and your name in the subject field by Friday, September 20th, 2019.