



United Way of Henry County & Martinsville

Job Description

Eviction Prevention Coordinator

Purpose:

Contributes to the achievement of United Way's vision and mission by supporting eviction prevention efforts in the community. The Eviction Prevention Coordinator will be responsible for implementing the United Way's new eviction prevention program. This role will involve both convening stakeholders throughout the community to build resilient systems that support both landlords and tenants; as well as serving as a case manager for individuals facing housing instability.

Major Areas of Responsibility:

A. Eviction Prevention Systems Building:

1. Will actively manage the community advisory committee to improve eviction prevention and diversion efforts
2. Facilitate meetings with diverse stakeholders to address pressing community challenges
3. Works with partners including court personnel, legal aid services and property owners/managers to ensure the system provides timely and relevant assistance across the stakeholders

B. Case Management Responsibilities:

1. Manages the applicant list for services providing:
 - a. Timely communication with applicants reaching out for services
 - b. Provides clear process instructions and follow-ups to applicants
 - c. Ensures all records are up-to-date and accurate on a continuous basis
2. leads evaluation efforts to determine eligibility and need of service for prospective clients; works closely with any other staff supporting evaluations and ensures the process is followed and documentation created
3. Works with property managers to ensure files have accurate record of resident payments, rental payments overdue as well as additional charges.
4. Responsible for creating case files and making recommendations for assistance based on need
5. Ability to track services provided and outcomes
6. People oriented individual that genuinely cares about outcomes of clients and able to work well as a member of the United Way team and with external partners
7. Collaborate with different service providers in the community to leverage resources for the benefit of clients

C. Additional Duties and Responsibilities as Assigned



Knowledge, Skills and Abilities

- Ability to build and maintain relationships
- Strong conflict resolution abilities
- Detail oriented
- Strong writing and communication skills
- Creative problem solver
- Bachelor's Degree preferred
- Familiar with Microsoft Office Products; able to manage shared data lists, e.g, Excel sheets
- Experience with housing or housing services

ADA Position Description

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires reaching, standing, use of fingers, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions

Details

- Full-time position with competitive compensation and benefits
- Additional tasks and duties may be assigned by the Financial Stability Director or Executive Director
- The United Way is an Equal Opportunity Employer and drug free workplace
- This is a grant funded position, its continuation is dependent on the availability of grant funds