



## EMPLOYMENT OPPORTUNITY

**Position Title:** Student Housing Stabilization Coordinator - Homeless Liaison Support

**Reports to:** TBD

**Location:** CIS of Ohio – South Western City School District

**Position Type:** Full-Time, Regular, Exempt

**Are you passionate about working for an organization that creates an environment for students to succeed? Do you have what it takes to be part of a dynamic non-profit organization that builds and nurtures school community relationships for the delivery of services to students, parents, and school staff?**

Then, **Communities In Schools of Ohio** wants YOU! We're looking for a **Student Housing Stabilization Coordinator - Homeless Liaison Support**.

### **Why You'll Love Us!**

- Making a difference in the lives of students since 1993, CIS of Ohio works IN schools to ensure students have the resources they need.
- We provide non-academic assistance helping with basic needs like healthcare, nutrition or clothing so young people are better prepared to learn.
- We work hard to help students achieve in areas including attendance, academics, behavior, and social-emotional learning.
- We provide one-on-one mentoring, instilling the confidence to succeed, the belief that education creates opportunity, and setting the expectation for success.
- We work across the community to identify and access resources to support students, families, and schools.
- We work to ensure children have a supportive home life, increase parent-school involvement, and help parents access the services they need.
- We help students build leadership and life skills, explore college, and career options, and understand how their education is connected to their financial future.
- We take students on college visits and link students to career experiences and internships.

### **Position Summary**

The **Student Housing Stabilization Coordinator – Homeless Liaison Support** will provide services for students and families experiencing homelessness. They will create a welcoming climate and build trust with students and families, identify and support homeless students, provide homeless students with resources and various services, and provide assistance needed to enable homeless students to attend school and participate fully in school activities.

## **Essential Duties and Responsibilities**

- Collaborate with South Western City School District (SWCS) staff and CIS Site Coordinators to identify and engage students who are homeless or effected by housing instability.
- Make family connections in the community, at homeless shelters, hotels, etc. as needed to identify and connect with students who are homeless or in unstable housing circumstances.
- Serve as a consistent point person and resource for housing related needs using a wrap-around support model.
- Actively pursue leads on any student known, rumored, or otherwise displaying signs of homelessness or housing instability to engage and connect to resources.
- Identify and address social-emotional and trauma-informed care needs related to students facing housing insecurity.
- Serve as a consistent point person for homelessness and insecure housing related referrals.
- Advocate for students and families impacted by housing insecurities and related challenges.
- Identify resources and professional development for school personnel to recognize and refer students impacted by housing instability.
- Coordinate with CIS Site Coordinators to create student and family engagement efforts, while navigating housing insecurities.
- Develop a student/family stabilization plan to create strategies for the family to stabilize and thrive.
- Regularly update the plan as goals are met and develop new goals as applicable.
- Identify, refer, and provide ongoing support to navigate stable housing resources for students and families.
- Work with families to navigate the homeless prevention system and access homeless prevention funding and resources.
- Provide housing specific support and resources needed to support the efforts of school staff, CIS Site Coordinators, and other school partners to reduce non-academic barriers for students.
- Complete all assessments, surveys, and reports as needed and required by grants and initiatives related to this position.
- Actively seek and participate in school and community meetings related to homelessness, homeless prevention, student housing instability and all other relevant meetings as requested.
- Perform additional duties as assigned.

*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by CIS management as required and necessary.*

## **Qualifications and Requirements**

- Bachelor's degree in social services or related field. LSW/LPC preferred
- Minimum three or more years of experience in homeless prevention or housing assistance programs.
- Familiarity and a strong commitment to race relations, and diversity, equity, and inclusion work.
- Initiative, innovation, adaptability, and organization are critical components of the position.
- Experience working in a collaborative and diverse team setting.
- Proficient in the use of Microsoft Office products (Word, Excel, PowerPoint).
- Valid driver's license and auto insurance.
- Reliable transportation.

## **Core Competencies**

- Must be dependable, reliable, team player, and people oriented.
- Must be detail-oriented, accurate, and thorough.
- Must project and maintain a professional demeanor in all interactions.

- Ability to quickly establish and maintain effective and positive relationships with internal and external colleagues and supervisors.
- Must ensure regular communication in a timely and appropriate manner.
- Must have excellent verbal and written communication skills.
- Must have high stress tolerance and thrive in a high-pressure environment.

*This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

Communities In Schools of Ohio is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools of Ohio prohibits harassment of applicants or employees based on any of these protected categories. CIS is a drug-free workplace.

To apply, please send cover letter and resume via email to:

Kristine Robbins, MS, SPHR  
Human Resources Director  
Communities In Schools of Ohio  
krobbins@ciskids.org