

Harlem Congregations for Community Improvement, Inc.

**JOB DESCRIPTION**

**Tenant Coordinator**

**Tenant Coordinator on-site to deliver services intended to promote housing stability including:**

- a. Services to engage formerly homeless seniors within the first fifteen (15) days of move in, including but not limited to welcome meeting with tenant, ensure apartment set up, orientation to community, and set up initial assessment meeting.
- b. Complete needs assessments and develop ongoing, tenant-centered support plans for the population of formerly homeless tenants within the first sixty (60) days of move in and update them a minimum of once every (6) months.
- c. Meet with formerly homeless tenants at least once (1) per month, and other seniors as needed, to review support plan goals and assess new needs, engage with the tenant, and encourage participation in supportive and community services and activities.
- d. Additional contacts, including escort to services or skills building activities, may be appropriate based on tenant needs.
- e. All assessments, support plans, contacts and programming will be documented in tenant and program files and reported per HRA program reporting requirements.

**General Case Assistance Services including, but not limited to:**

- a. Educating tenants on service availability, application and benefits procedures, tenant rights, and advocacy as appropriate.
- b. Assisting tenants in developing informal support networks with other tenants, family and friends, including facilitating opportunities for tenant engagement and participation in group meetings and recreational activities.
- c. Providing information and training to tenants regarding the obligations of tenancy.
- d. Ensuring tenants maintain housing subsidies and other benefits required to remain in permanent housing.
- e. Community-based social services including senior centers, case management programs, food pantries, etc.
- f. Health-related services such as health homes, local health care providers, physical and mental health programming, and support meaningfully integrated medical care coordination.

Please submit cover letter and resume to [nbishop@hcci.org](mailto:nbishop@hcci.org), and include “Job Opening: HCCI Tenant Coordinator” in the subject line.