



Poverello
House

Job Description

Title: Housing Matcher

Hours: Full-Time (40 hours/week, non-exempt)

Reports To: Community Administrator

Purpose: The Housing Matcher processes match referrals and communicates with housing providers to obtain information on the number and kind of vacancies.

Job Responsibilities and Duties

- Process match referrals
- Respond to providers who have submitted incomplete or improperly filled out match forms and guide them on how to correct the errors
- Refer clients to specific programs based on completed match forms
- Follow up on match referrals to find out whether they are successful, unsuccessful, or still in progress
- Refer agencies who have repeated difficulty with matching to the trainer and/or administrator for assistance
- Communicate with housing providers to obtain information on the number and kind of vacancies in their programs
- Conduct weekly case conferencing meeting
- Identify themes or subpopulations to focus on for a period of time
- Gather feedback to collaboratively update the by-name list
- Deliver appropriate training or presentations, including from community partners
- Lead group in troubleshooting client problems and barriers to housing
- Attend community meetings

Qualifications

- Flexibility (Position will require open availabilities 24/7, seven days a week, occasional weekends)
- Associates degree required in social services or related
- One year working in an administrative office or office-type environment
- 1 year of experience working with persons in poverty or with various disability disorders preferred
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity

- • Ability to work independently or as a member of a team
- • Ability to multi-task and work well under pressure
- • Effective written, verbal, interpersonal communication
- • Valid Drivers License

Compensation

- Range for position starts at \$25.00/hour
- Grant Term: July 1, 2023, to June 30, 2024
- Mileage reimbursement at Federal reimbursement rate
- Medical – HMO & PPO Plans (Employer contributes 80%)
- Dental – (Employer contributes 80%)
- Vision - (Employer contributes 80%)
- Term Life Insurance, Short-Term Disability and Long-Term Disability Insurance, Employee Assistance Program (Employer contributes 100%)
- Voluntary Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity
- Retirement Plan (SIMPLE IRA) – (Employer matching up to 3%)
- 9 paid holidays + 1 floating holiday
- Vacation (starts at 2 weeks) and sick leave accrual
- California Paid Sick Leave (as permitted by State Law)
- Branded clothing provided
- Fully stocked breakroom for employees (snacks and beverages)