



## **Aftercare Coordinator**

**Location:**  
Ewing/Lawrenceville, NJ

**Position Type/Classification:**  
Full-Time/Exempt

**Reporting to:**  
Director of Housing Resources

**Compensation:**  
\$57,000-\$62,000/year

### **Organizational Overview**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

### **Job Summary/Objective**

HomeFront is seeking a Coordinator for the Aftercare program for families who have recently transitioned out of our emergency housing into permanent housing in the community, a role designed to ensure their success and prevent a return to homelessness. The Coordinator will be stationed at the HomeFront offices, but will usually meet with families in their new homes or community. The Coordinator will provide strength-based supportive services and advocacy to help families navigate their transition into their new home and community. The Coordinator will partner with each family in developing an individualized plan for attaining their goals toward self-sufficiency, increase their linkages to community resources, and assist them in navigating their responsibilities as new tenants, in order to prevent future crises and increase housing stability. Services may include linkages with mainstream benefits and supports in the community, promoting the strengthening of their informal supports with friends, families, and other community-based networks, supporting plans to increase income, easing the transition of their children into their new schools and community, and coordinating/supporting access to health, mental health, and substance abuse treatment services, based on each family's unique needs and goals. Lastly, this person will play a critical role in building out programming at the Family Campus designed to create a community hub for our families to continue to receive support, engage in educational and skill building sessions, and celebrate successes, as part of the HomeFront family.

### **Essential Job Functions**

- Engage with families in the emergency housing environment as they prepare to transition into permanent housing to develop a rapport prior to their departure

- Assist family in their new tenancy, providing coaching around budgeting and good tenancy and supporting their relationship with their new landlord
- Support participants through strengths-based problem-solving discussions designed to address challenges and barriers surrounding their housing needs
- Develop and maintain collaborative relationships with HomeFront departments and external resources to ensure a holistic delivery of services to meet clients' needs
- Coordinate closely with other health and human service agencies to ensure the family is receiving all appropriate assistance
- Assist the family to ensure all family members are linked with appropriate services related to their employment and educational goals
- Assist with applications for supportive and subsidized housing and research potential locations for affordable rental housing, as appropriate
- Identify local informal support networks, such as houses of worship, local 12-step groups, parenting supports, or other informal support groups to partner with the family members to ensure their successful integration into the community
- Ensure parents are able to access all needed resources to support their children's individualized needs, including advocacy around educational supports, health or behavioral health needs, etc.
- Develop programming at the Family Campus through internal and external partnerships to provide education, information, and recreational activities and events to support and enhance family self-sufficiency
- Document all services in required databases (client management software)
- Participate in efforts to collect and synthesize longitudinal data on client success and challenges
- Maintain an in-depth understanding of current local and state resources to ensure families are being appropriately screened and assisted
- Collaborate in regular meetings with community stakeholders and colleagues
- Submit required reports for all relevant duties/programs

#### **Required Experience and Education**

- Bachelor's degree in Social Work or related field
- Two years of social service experience
- Strong verbal and written communication
- Intermediate computer and Microsoft Office skills
- Valid Driver's License

#### **Preferred Experience and Education**

- Masters degree in Social Work or related field
- Bilingual (English and Spanish)
- Familiar with Mercer County community and social services

#### **Physical Demand**

- This job operates in an office setting as well as in the field, using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

### **Schedule**

- This is primarily a day time role, but flexible scheduling to include nights and weekends may be required based on client or program needs

### **Travel**

- Travel is primarily local during the business day

### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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