



Housing Supports Administrative Assistant (FPC)

Location:

HomeFront Family Campus, Ewing, NJ

Position Type/Classification:

Full Time/Exempt

Reporting to:

Director of Shelter Services

Compensation:

\$46,000 - \$49,000

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 Housing Supports Administrative Assistant to support the case management team at the Family Preservation Center, located at the HomeFront Family Campus (HFC). The Family Campus offers a wide array of services for families experiencing homelessness and the effects of poverty including on-site childcare, career support, vocational opportunities and job training, educational support for adults and children, physical and mental health and wellness partners, therapeutic art programming, specialized support for children, and much more. The HFC is designed to offer these solutions to the barriers facing HomeFront families, lessen the immediate pain of homelessness, and help break the cycle of poverty. by providing administrative and data entry support to the case managers and other housing-related staff.

Within the Family Campus model, the Family Preservation Center (FPC) exists to provide emergency housing for up to 38 families – adults and children – every night. Working alongside the case management team at the Family Preservation Center, the Housing Supports Administrative Assistant role supports HomeFront’s mission to ensure that our guests get the best quality service, ensures that documentation, guest records, and grant and funding data are accurate and entered in a timely fashion, and provides an initial level of quality control of housing data. This position will work closely with case managers, grant and finance staff, data and evaluation staff, and various departments across HomeFront.

Essential Job Functions/Responsibilities

- Input data, assist with data analysis and help maintain up-to-date client files
- Review and provide initial quality control of documentation and case notes
- Support the Housing Supports Program of NJ Family Care through data entry, initial quality assurance, and coordination among staff across departments and sites
- Coordinate with case managers to ensure complete guest/tenant files and documentation
- Assist Case Managers with obtaining all necessary paperwork from guests/tenants

- Coordinate with Contracts & Grants Management staff to ensure accurate and timely sharing of information and documentation, and that guest/tenant files meet all requirements for applicable funding sources
- Coordinate with Innovation & Evaluation team to ensure accurate and timely data entry into guest/tenant management databases
- Interact positively with HomeFront guests/tenants, volunteers, and visitors
- Ensure and protect agency, employee, and guest/tenant confidentiality
- Attend regular team and agency meetings and trainings
- Develop and maintain cooperative working relationships with funding partners, referral agencies, and other regional social service agencies
- Ensure compliance with State of New Jersey shelter licensing guidelines, NJ FamilyCare Housing Supports regulations, and other relevant regulatory requirements
- Submit program summary reports and data as per deadlines
- Other related duties as assigned

Required Experience and Education

- Associate's degree in human service or related field, or equivalent experience
- Valid Driver's License
- Intermediate skills in Microsoft Office applications

Preferred Experience and Education

- Bachelor's degree in human service or related field, or equivalent experience
- Internship experience in a social service setting
- Familiarity with Mercer County and New Jersey social service resources, systems, and key players
- Bilingual in Spanish
- Familiarity with Apricot and/or NJ HMIS databases

Schedule

This is primarily an on-site, daytime role within standard business hours (9am-5pm), but flexible scheduling to include nights and weekends may be required based on programmatic and organizational needs.

Physical Demands

- This job operates in an office setting 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 files

Travel:

Minimal travel to meetings may be required

Remote Work Eligibility

- Eligible to Work Remotely in emergency conditions (e.g. inclement weather)
- May be eligible for remote work in the future depending on business needs.

Other Duties

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 at any time.

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.