



The Kitchen, Inc.

Job Title: Community Housing Coordinator	Department: Programs – Community Housing	Supervisor: Director of Compliance & Programs
Supervisory Responsibility: Yes, 2 or more full-time employees	FLSA Status: Non-exempt	Employment Type: Full-time

Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Position Summary:

The Community Housing Coordinator provides day-to-day leadership and oversight of The Kitchen Inc. (TKI)'s Community Housing programs, ensuring high-quality participant services, compliance with grant requirements, accurate documentation, and effective supervision of assigned staff. This position promotes Housing First principles while supporting program outcomes, fiscal responsibility, and continuous improvement.

Essential Responsibilities:

Program Leadership

- Coordinate daily operations of Community Housing programs.
- Ensure services align with Housing First principles, grant requirements, and TKI's mission.
- Promote participant-centered practices that support long-term housing stability.
- Identify program trends and recommend improvements.

Compliance & Quality Assurance

- Ensure compliance with HUD, grant, regulatory, and agency requirements.
- Monitor participant files, HMIS documentation, assessments, recertifications, and data quality.
- Complete regular audits and implement corrective action when necessary.
- Ensure accurate reporting and timely completion of required documentation.

Participant Services

- Support Case Managers through coaching, consultation, and case review.
- Participate in complex participant situations, crisis intervention, appeals, or program exits as needed.
- Ensure participants receive timely, individualized services that promote independence and housing stability.

Staff Leadership

- Supervise assigned staff through coaching, scheduling, performance management, hiring, onboarding, evaluations, and professional development.
- Conduct regular supervision meetings.
- Foster accountability, teamwork, and continuous learning.
- Support interns and volunteers assigned to Community Housing.

Financial & Grant Management

- Monitor program expenditures for compliance with grant requirements.
- Collaborate on budgeting and financial monitoring.
- Ensure appropriate use of program resources.

Collaboration & Communication

- Work collaboratively with internal departments and community partners.
- Represent TKI professionally in meetings and community settings.
- Participate in outreach and agency initiatives as assigned.

Organizational Responsibilities

- Maintain confidentiality and professional boundaries.
- Ensure participant and staff safety.
- Follow all agency policies, mandated reporting requirements, and ethical standards.
- Perform other duties as assigned.



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Supervisory Responsibilities:

Supervises two or more employees in accordance with TKI's policies and applicable employment laws, including hiring, onboarding, scheduling, coaching, performance management, evaluations, disciplinary action, and staff development.

Essential Skills:

- Knowledge of Housing First principles and homeless services.
- Strong leadership, organizational, and problem-solving skills.
- Excellent written and verbal communication.
- Ability to interpret grant requirements and maintain compliance.
- Experience with HMIS and Microsoft Office preferred.
- Ability to manage multiple priorities while maintaining attention to detail.

Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other's differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others' perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.

Qualifications:

Education and Training

- Bachelor's degree from a four-year college or university preferably in Human Services, Social Work, Psychology or degree related to job responsibilities.
- Mental Health First Aid Training preferred

Experience

- Minimum of two years work experience that involves relateable or transferrable experience and skills
- Minimum of one year supervisory or leadership experience is preferred.

Other

- Valid Driver's license and be approved as a driver by TKI's insurance carrier.
- Must pass background check and pre-employment drug screen.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is:

- Regularly required to talk or hear via the phone or in person.
- Frequently required to sit for long periods and use hands to finger, handle, or feel.
- Frequently required to stand; walk; reach with hands and arms.
- Occasionally climb or balance and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, and regular use of computer monitor.

Signature

Print Name

Date