

**Criminal Justice Ministry  
Job Description**



**Job Title:** Housing Coordinator  
**Work Site:** 1104 S. Jefferson Ave., St. Louis, MO 63104  
**Department:** Comprehensive Services / Client Services  
**Reports to:** Director of Programs  
**Direct Reports:** Housing Liaison  
**Released:**

**SUMMARY**

The Housing Coordinator oversees the housing logistics and needs of CJM's scattered-site Reentry Housing Programs (R2R, R2RL, R2RW & R2RV). In accordance with a housing first model, this position is responsible for implementation and oversight of all program housing stock, landlord relationships, leasing, and fulfilling client housing needs. The Housing Coordinator also works closely with the Director of Programs and Case Managers to serve the program and client needs, including the smooth transition into and out of CJM-sponsored housing.

**PRIMARY RESPONSIBILITIES**

- Maintain CJM's stock of rental units for all reentry housing programs by identifying units and securing leases. Monitor occupancy, with a goal of keeping a low vacancy rate and sufficient units available to meet projected client needs.
- Work closely with the Director of Programs, and Case Managers to maintain awareness of program and grant requirements related to selection and standards for housing units, to project housing needs, and to ensure CJM client housing needs are met, including a quick/smooth transition into and out of CJM housing units as well as all moving and maintenance needs
- Work closely with landlords to address any issues and to support CJM clients. Develop and manage a comprehensive outreach to landlords, implementing a landlord recruitment and retention plan to ensure units are available for clients.
- Facilitate the preparation for all housing units (leasing documentation, utilities, furnishings, move-in, cleaning of the entire unit, and keys, etc.) for new clients
- Responsible for obtaining furniture and other household goods, whether donated or purchased, to meet basic client needs
- Maintain relationships for furnishings and move in support with partners such as Home Sweet Home, Malta Mobile Ministry, and SVDP
- Perform regular visits to housing units to ensure their safety and appropriateness for clients
- Document, track and communicate all housing-related issues with the reentry staff
- Maintain awareness of changes in market and community processes that can impact services; bring forward prospective recommendations to deal with expected changes
- Maintain materials, equipment, and forms necessary for program operations.
- Ensures all expenses are documented and reported on-time while staying within any budgets provided by grant requirements and administration
- Maintain all records related to housing, including units, occupancy, landlord and maintenance contact information. Provide data/info needed for various report.
- Any additional responsibilities / tasks assigned by Director of Programs and Executive Director

**ADDITIONAL ACCOUNTABILITY**

- Reports to the CJM Director of Director of Programs
- Follows policies and procedures of CJM and all pertinent legal regulations
- Participates in performance review and accomplishes reentry program objectives

- Ensures expenses are within agency and funders' budgets in a timely manner
- Maintains all relevant program information current in both paper and electronic formats.

#### **KNOWLEDGE & EXPERIENCE WORK REQUIREMENTS**

- A bachelor's degree or equivalent in related field is preferred
- Prior experience with managing apartments or rental housing
- Two years' experience in a non-profit, social work or criminal justice setting is preferred
- Ability to use the basics of technology (Microsoft Word, Excel, internet and email, etc.)
- Basic administrative skills, detail oriented and organized
- Ability to effectively work with clients, staff, landlords, volunteers, visitors, and outside agencies

#### **SKILL & ATTITUDE REQUIREMENTS**

- Has interpersonal relational skills—in person and via phone
- Respects privacy/confidentiality of clients; can build a relationship of trust
- Able to multi-task, to prioritize multiple tasks and meet deadlines
- Sensitive to cultural diversity of clients, staff, and Board

#### **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

This is a professional position based in the offices of CJM but will regularly travel to apartments and other locations in the city. The position requires regular use of a phone, computer and other office. Ability to lift and move furniture such as twin mattress, chairs, and boxes of dishes. Able to move easily within multiple story buildings without elevators. Some weekend or evening work may be required to fit client needs, schedule is flexible. Valid driver's license and reliable personal transportation

Full-time employees are eligible for a competitive benefits package that includes medical, dental, vision and paid time off.

CJM does not discriminate in hiring and is an equal opportunity employer. This position is hired at-will.