



**Job Posting
House Coordinator
Veterans Hope House New York**

About The Ladies of Hope Ministries (The LOHM)

[The Ladies of Hope Ministries \(The LOHM\)](#) whose mission is to help disenfranchised and marginalized women and girls transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive programs.

Position Overview

The House Coordinator is responsible for the implementation and delivery of program and house resident related services. Develop and manage relationships with social service providers to support Hope House guests.

Primary Duties and Responsibilities

- Provide client intake and initial assessment
- Develop Individual Service Plan with residents
- Monitor and update Individual Service Plan
- Coordinate with therapist to ensure resident barriers and goals are addressed
- Provide ongoing case management and general guest communications
- Escort residents to supportive services as needed
- Implement Housing Readiness training to residents
- Document all client interaction and maintain accurate paperwork/reports
- Perform annual re-certifications and inspections for each client and accurately update files as necessary
- Attend regular case management meetings and other specified meetings/training as required.
- Communicate effectively in oral and written forms with clients, their families, their significant others, coworkers, supervisors, other service agencies and the community
- Operate proficiently a personal computer, fax machine, printer, and copier
- Provide ongoing program reporting on placements and service outcomes templates
- Support ongoing program improvement
- Maintain compliance with VA funding requirements

Qualifications

The LOHM seeks the ideal candidate with the following qualities and skills

- Minimum 3 years' experience providing case management services and working with a diverse population.
- Bachelors of Social Work or related degree preferred.
- Experience working with justice involved population.
- Commitment to social justice.
- Strong written and verbal communication, administrative, and organizational skills.
- Ability to maintain a realistic balance among multiple priorities, high-volume tasks in a timely fashion.
- Ability to work independently on projects from conception to completion.
- Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat.
- Knowledge of web-based meeting platforms (Zoom, GoToWebinar) and database management system (Salesforce).

Compensation & Benefits

Compensation for the position is competitive and commensurate with experience. Benefits include medical, dental and vision, paid time off and holidays.

How to Apply

Submit a detailed cover letter describing your interest and qualifications, resume and references to hr@thelohm.org. Please add **House Coordinator—VA Hope House NY** in the subject line.

No phone, email, or fax inquiries on submissions. Qualified applicants will be contacted for an interview.

The Ladies of Hope Ministries is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.