



Position Title: Housing Stability Coach

Position Description: This is an exempt, salaried, regular full-time, 40 hours per week position. Full-time standard hours are Monday – Friday, 8:30 AM – 4:30 PM; however, secondary to the nature of this position, there may be times when hours need to be flexible to accommodate work activities. The Housing Stability Coach will coach Montgomery County residents (families or individuals) who are homeless or at-risk for homelessness to develop and complete their own consumer-driven Housing Stability Plans to achieve permanent housing stability in their own community. The Housing Stability Coach is an employee of the Pottstown Cluster of Religious Communities, whose primary function will be to the Pottstown Housing Resource Center team serving Pottstown and surrounding communities in Montgomery County. However, the Housing Stability Coach will also work as a member of the Cluster Outreach Center staff team.

Qualifications: Proven ability to work cooperatively with clients, staff, and volunteers of all ages, ethnic backgrounds, and socioeconomic levels. Good oral, written, and computer skills. Capable of working independently and managing time efficiently. Willingness to be flexible with the work schedule. Master’s degree in social work or related field preferred, with a minimum of a bachelor’s degree in social work or related field with 3 years of direct practice experience required. Must possess a valid driver’s license, current auto insurance, and have own transportation. Current driving record check, child abuse clearance, criminal background check, and FBI fingerprint check are required. Physical qualifications include the ability to lift up to 25 lbs. and to bend, stoop, sit and stand.

Specific duties include the following:

- Visit with clients at least monthly in-person in their place of residence and as needed by email or telephone ongoing to provide guidance and support to residents in making progress towards achieving their goals
- Determine and facilitate linkages to other services (County assistance office, educational, drug, and alcohol, mental health, job training, entitlement programs)
- Assess clients’ appropriateness for the housing program
- Determine the client’s housing needs, rental contribution, and provide guidance for budget counseling
- Refer clients to more intensive services or long-term assistance as needed
- Complete all appropriate client assessments
- Maintain client information in the HMIS database
- Have ongoing communications with the County’s Your Way Home staff, Your Way Home Call Center hotline staff, Community Connections’ Navigates, Shelter Providers, and other Housing Resource Center staff at other Housing Resource Center sites in Montgomery County
- Interacts with staff, volunteers, and clients in a courteous, respectful manner

This position is funded by the Montgomery County Department of Housing and Community Development as part of a contract to the Pottstown Cluster of Religious Communities to provide services as an operator of a Housing Resource Center. If the County terminates the contract, this position will not necessarily remain as an available position through the Pottstown Cluster of Religious Communities.

This position reports directly to the Housing Resource Center Supervisor. To apply, please email your resume to pcrcjobs@pottstowncluster.org.