Job Title: Rapid Re-Housing (RRH) Fund Coordinator

Reports To: Director of Housing Funds

Goal: To ensure the smooth processing of client Rapid Re-Housing financial fund requests from beginning to end

Functions/Objectives:
- Build and maintain relationships with housing, youth services, and domestic violence service providers, case managers, and Connecticut’s Coordinated Access Networks staff
- Ensure rent reasonableness and accuracy of all fund submissions
- Log incoming requests into appropriate database
- Determine client eligibility for program
- Maintain and build relationship with state-wide RRH providers and case managers
- Track applications using appropriate database
- Keep RRH case managers at housing vendors’ sites informed of requests status
- Enter relevant data into CT HMIS and/or other electronic database(s)
- Maintain updated client files and electronic filing system
- Collaborate with ACT’s RRH Finance Team to ensure timely payment issuance
- Perform monthly reconciliation of databases and referrals against applications
- Update state case manager database and email distribution list
- Distribute relevant forms to case managers who inquire by phone or mail
- Abide by funder standards
- Prepare reports and prepare for audits as needed
- Update fund policies and procedures as needed
- Work with ACT’s Manager of Member Services and Training on educational programming development, delivery and evaluation on RRH funds processes and other topics as needed
- Work with other RRH Team members to ensure adequate coverage
- Collaborate with and provide technical assistance to applying agencies
- Other duties as assigned

Qualifications/Skills:
- Highest regard for discretion and confidentiality required
- Strong attention to detail, ability to manage applications for multiple programs
- Strong computer skills, including proficiency in the Microsoft Office Suite, and the ability to manage multiple spreadsheets
- Familiarity with client software a plus (CT HMIS)
- Knowledge of Coordinated Access Networks, housing, youth services, and domestic violence service agencies in Connecticut desirable
- Proven ability to handle a high volume of work
- Excellent oral and written communication skills
- Must be comfortable in a sex positive environment where HIV/STIs, sexual behavior, sexuality, gender expression, drug user health and prophylaxis are routinely discussed
- Non-judgmental attitude when working with people of diverse backgrounds and viewpoints required
• Desire to work in a diverse workplace, serving a diverse client base, working with a diverse and fun group of people who are deeply dedicated to helping those in need
• Experience working in a fast-paced environment and ability to respond to changes in a timely manner
• Ability to work with limited supervision is expected
• Demonstrated ability to anticipate needs, solve problems and be flexible and resourceful

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:
• Dedicated, diverse, and friendly co-workers
• 12 agency holidays
• Generous paid time off
• Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
• 403(b) retirement plan with employer match of 50% up to 3% of pay

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with “Rapid Re-Housing Fund Coordinator” in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements. This is a non-exempt position with a pay rate of $18.00 per hour, commensurate with experience.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.