



Elder Network
Program Coordinator- Housing Outreach and Mentorship Empowerment Program
(H.O.M.E.)

Nature of the work: We are seeking a compassionate and team-oriented professional to work within a collaborative program designed to support older adults in the transition to housing that meets their needs and preferences. This part-time position offers 20 hours/week. Under the supervision of the Executive Director and the Elder Network Board, the program coordinator will play a key role in the development of the new Housing Outreach and Mentorship Empowerment (HOME) program that includes the development of training materials, intake, and assessment tools, while fostering partnerships with local housing organizations and community stakeholders. The HOME Program Coordinator exists to support older adults in navigating housing transitions by providing tools, resources, and guidance to make informed decisions around finding the right home, such as aging in place, independent living, etc. The primary goal is to empower older adults to transition smoothly and confidently into housing that meets their needs and preferences.

You will do this by:

- Assisting in the hiring and training of 5 volunteer mentors who will work 1-1 with interested older adults.
- Collaboratively developing training materials and tools to equip mentors and assist older adults to make informed decisions.
- Completing client assessments to plan implementation within the context of family, medical, and larger community to enhance well-being.
- Providing mentorship and participant support by promoting and recruiting potential mentors and coordinating appropriate services and mentor match with participants.
- Managing data by collecting and inputting information in an accurate and timely manner. Maintaining data privacy in accordance with HIPAA and other appropriate organizational requirements.
- Engaging community partners by collaboratively managing the HOME program by building relationships with trusted stakeholders, including housing organizations, realtors, financial advisors, legal experts and community leaders while gaining and maintaining knowledge of community resources for partnership and referral.
- Conducting outreach and promote the HOME program by presenting information to various groups throughout the community, assisting with educational classes on housing transition and finding the right home.
- Works with the Elder Network team to share information, trouble shoot issues, develop and improve Elder Network's services and ensure success for the organization as a whole.

We offer a culture of learning, listening, and growth where employees regularly meet with co-workers and the Executive Director to share ideas and provide feedback.

Knowledge, Abilities and Skills Required:

- Knowledge of mental and physical health issues of older adults
- Ability to establish and maintain cooperative and meaningful relationships with agency staff members, representatives of other agencies, clients, and the general public
- Enthusiasm to continue to develop this program and meet new people

- Ability to apply previously acquired knowledge and skills to new situations
- Ability to use supervision and seek guidance
- Ability to communicate effectively, both verbally and in writing
- Ability to assess needs and to supervise volunteers
- Organized, excellent communication and time management skills
- Skilled at presenting to groups
- Able to work independently with strong problem-solving skills
- Skilled in Microsoft Office software: Excel, Word, Outlook, PowerPoint

Other Duties as Assigned

Minimum Qualifications of Education and Experience:

- Our ideal candidate has bachelor's degree and two (2) years of relevant human services experience or education and acceptable experience equivalent to six (6) years is required.
- Preference will be given to those with experience working with older adults
- Prefer Experience working in BIPOC communities.
- Valid driver's license and able to travel throughout Olmsted County

Compensation: Pay range from \$19.00/hour to \$19.75/hour dependent on education and experience. PTO and paid holidays on a pro-rated basis.

Elder Network is an Equal Opportunity/Affirmative Action employer. Elder Network follows the principles of non-discrimination in employment complying with all Federal, State and local laws concerning Civil Rights, non-discrimination on the basis of race, color, religion, sexual orientation, gender identity, national origin, disability, and age.



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