



Housing Stability Intake Coordinator

Grow with us!

ABOUT US:

Growing Home is a nonprofit organization based in Westminster, Colorado. We cultivate a thriving, healthy, and equitable North Metro Denver by connecting people to services and programs to drive community action in the areas of food, housing, parenting education, and lifelong stability. We strive to create a welcoming environment for all by cultivating a sense of home with our participants, staff, and community members.

ABOUT THE ROLE:

Growing Home is seeking a bilingual (Spanish/English) Housing Stability Intake Coordinator to provide direct support to participants during the intake process for Growing Home's Housing Stability and Collaborative Coaching programs. The Housing Stability Intake Coordinator works with participants to process their applications and maintains a small caseload of participants, delivering three months of Housing Stability coaching to each participant.

Other responsibilities include:

- Receive and process all Housing Stability program applications
- Answer questions and provide information to people around Housing Stability and housing assistance services
- Conduct intake appointments with participants using a trauma-informed and community-centered approach
- Maintain a caseload of participants, working directly with them to craft monthly Specific, Measurable, Attainable, Relevant, and Timebound (SMART) goals that support ongoing stability
- Process incoming referrals for rental assistance

ABOUT YOU:

- Knowledge and/or experience in direct service work such as case management, social work, early childhood education, or related position preferred
- Bilingual Spanish/English speaking and written required
- Excellent computer skills, specifically Microsoft Office Suite and the ability to learn new technology
- Facilitate a community-centered, trauma-informed framework for ensuring diversity, equity, inclusion, and belonging
- Experience in and passion for housing stability and justice work within a diverse community
- Demonstrated ability to work as an integral part of a team while operating with a high level of independence, autonomy, and trust
- Familiarity with Microsoft Office products including Word, Excel, PowerPoint, and Outlook

For a full job description, please click [here](#).

WHY YOU SHOULD WORK AT GROWING HOME:

- Competitive Pay: \$40,000-43,000

- Company-sponsored medical, dental, and vision plans (employer pays 88% of the premium for employee medical insurance; 50% for employee dental and vision insurance; 50% for dependents across medical, dental, and vision plans)
- Up to 5 hours of paid wellness time each week
- Company-paid mental health consultant
- Optional 403(b) plan with 5% match after 1 year
- Paid vacation, sick, and holiday time
- Employer-paid life insurance
- Medical and dependent care FSA options available
- Cell phone stipend
- Wellness stipend
- Positive, friendly workplace
- Dedicated resources toward professional growth and development

Please apply [here](#). No walk-ins, please.

Growing Home strives to create a diverse, inclusive, and equitable workplace. Growing Home is an Equal Opportunity Employer.