



Housing Resource Coordinator

Are you a pro-active team player with experience providing support services to at-risk populations? Are you interested in helping residents struggling to attain and maintain adequate housing? The City of Auburn is seeking a Housing Resource Coordinator (HRC) to coordinate efforts which connect individuals to housing and support services and to administer resources in compliance with HOME-ARP guidelines. The HRC will assist with identifying unsheltered homeless or at-risk neighbors through direct outreach and referrals. This includes meeting with individuals in encampments, shelters, warming locations, and other locations not meant for human habitation. The work schedule will include some evening and weekend hours where the Specialist will assess the needs of the individuals identified and facilitate placement into emergency or short-term housing as needed.

The world is changing, and so are the needs of our communities. With a population of almost 24,000, the City of Auburn is growing, creating more opportunities for the Business and Community Development team to positively impact the lives of our neighbors. This position works with "Qualified Populations" as defined by HUD CPD Notice 21.10. These are community members experiencing homelessness or at risk of homelessness who need advocacy and support services. The HRC will monitor program funds, qualify residents and provide services as applicable with city and federal guidelines. This individual will work closely with the Community Development Manager and Public Health Manager to increase program impact and community engagement while ensuring program compliance with HUD regulations.

Qualifications include relevant experience providing similar services and engaging in community outreach and communication. A degree in public administration, public health, or social services or combined experience in a related field, or a combination of education and work experience is preferred. An understanding of federal and state social service programs is ideal. Candidates must have a Maine Drivers License and a good driving record.

Salary is dependent upon qualifications and experience in a range of \$48,000 to \$52,000 with outstanding fringe benefits including paid vacation, sick time, retirement, health insurance, and many supplemental benefits.

Applicants should submit a cover letter and resume to Chandra Elliott, HR Specialist, City of Auburn, 60 Court Street Auburn, Maine 04210 or celliot@auburnmaine.gov . For additional information about the municipality and a job description, please contact Chandra Elliott at celliot@auburnmaine.gov or 207-333-6601 Ext 1415.

The City of Auburn is an Equal Opportunity Employer.