



Community Care Network is looking for an Developmental Services Housing Coordinator to join our team in Rutland, Vermont.

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human services.

About the Role:

The Developmental Services Housing Coordinator develops and coordinates safe, stable, and person-centered housing opportunities for individuals receiving Developmental Services. The position serves as a primary resource for housing referrals, housing searches, landlord relationships, Shared Living Provider development, and residential placement coordination.

The Housing Coordinator works with local housing agencies, landlords, property managers, and community partners to identify and develop housing opportunities. The position assists individuals and their teams with housing referrals, applications, housing searches, and connection to economic and housing-related resources.

Principal Responsibilities:

Housing Referrals & Community Housing Development

- Complete and coordinate referrals for agency housing collaborations with local housing agencies, including gathering required documentation, tracking referral status, and communicating with individuals, guardians, Care Coordinators, and housing partners.
- Develop and maintain relationships with local landlords, property managers, housing agencies, and community organizations to expand housing opportunities for individuals receiving Developmental Services.
- Identify available apartments and other community-based housing options and maintain current information regarding housing opportunities.
- Assist individuals and teams with housing searches, applications, required documentation, and communication with prospective landlords and housing partners.
- Connect individuals and teams with appropriate housing and economic resources, including rental assistance, utility assistance, affordable housing programs, and other community supports.
- Identify barriers to housing, including affordability, rental history, behavioral support needs, accessibility, transportation, and documentation requirements, and collaborate with teams to develop solutions.
- Maintain an active list of individuals needing housing, including housing preferences, barriers, referral/application status, and potential housing opportunities.

Shared Living Provider Development & Placement

- Recruit, screen, and support the onboarding of prospective Shared Living Providers and maintain an active provider pipeline.
- Coordinate Shared Living referrals and assist with matching individuals and providers based on needs, preferences, compatibility, and available supports.
- Maintain current information regarding Shared Living openings, respite resources, and other available residential options.

Residential Stability & Transitions

- Identify placements at risk of disruption and communicate concerns to Care Coordination and Developmental Services leadership to support early intervention.
- Assist with residential transitions and urgent housing searches when an individual loses or is at risk of losing their current living arrangement.

Collaboration, Tracking & Documentation

- Collaborate with Care Coordinators, Nursing, Quality, guardians, DDS, housing partners, and other team members regarding housing and residential needs.
- Track housing referrals, outcomes, landlord contacts, Shared Living recruitment, vacancies, placement needs, and other residential capacity information.
- Participate in housing, residential stability, interdisciplinary, and agency meetings as assigned.
- Complete required documentation accurately and within established timelines and perform other duties as assigned.

Qualifications and Competencies:

- High School Diploma or GED required; Associate's or Bachelor's Degree in Human Services, Social Work, Community Development, or a related field preferred.
- Experience in developmental disabilities, housing, residential services, case management, provider recruitment, or human services preferred.
- Strong relationship-building and community outreach skills, including the ability to develop positive working relationships with landlords and community partners.
- Strong organizational, communication, problem-solving, and follow-through skills.
- Ability to manage multiple housing referrals, provider applications, deadlines, and competing priorities.
- Ability to work effectively with individuals, guardians, providers, landlords, housing agencies, community organizations, and interdisciplinary teams.
- Proficiency with computers, electronic documentation systems, and related technology.
- Flexibility, dependability, initiative, and ability to work independently.
- Commitment to person-centered services, community inclusion, and individual choice.

- Valid driver's license, reliable transportation, required automobile insurance, and successful completion of required background checks.

Benefits:

- Competitive Pay Range - \$24.42-26.73/hour (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - o 401(k)
 - o 401(k) matching
 - o Dental insurance
 - o Employee assistance program
 - o Flexible schedule
 - o Flexible spending account
 - o Health insurance
 - o Health savings account
 - o Life insurance
 - o Paid time off
 - o Professional development assistance
 - o Retirement plan
 - o Tuition reimbursement
 - o Vision insurance
- Career Training and Development
- Tuition Discounts

Our core work is guided by our core values of Trust, Accountability, Respect, Cultural Competence, Person-Centered Care, and Continuous Learning and Growth.

CCN is an Equal Opportunity Employer.