



Transforming Lives & Communities in the "D."  
One Home at a Time

**Community & Home Supports**  
3031 West Grand Blvd. St., Suite 470  
Detroit, MI 48202

**Job Title:** Housing Coordinator

**Hours:** 37.5 hours per week

**FLSA Status:** Salaried (non-exempt)

**Reporting Relationship:** Matthew Niemi

**General Job Description:**

The Housing Coordinator is responsible for supporting the compliance, documentation, and operational functions of Community & Home Supports, Inc.'s Permanent Housing programs. This position plays a critical role in ensuring housing programs are administered in accordance with CHS policies, Detroit Continuum of Care (CoC) standards, and applicable federal, state, and local funding requirements.

**Qualifications:**

Bachelor's degree in social work or a related field preferred. Equivalent education and professional experience may be considered. Minimum of 2 years experience in housing programs, homeless services, supportive housing, property management support, or compliance-focused roles. Experience working with Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or other subsidized housing programs strongly preferred. Equivalent experience working with federal, local, and state funding or supporting multiple funding streams may be considered.

**Duties and Responsibilities:**

**Housing Compliance & Program Support**

- Ensure all CHS Permanent Housing (PH) programs are administered in compliance with CHS policies, Detroit Continuum of Care (CoC), HUD, MSHDA, ESG, SSTF, LHDA, and other applicable funder requirements.
- Maintain a working knowledge of federal, state, and local program standards.
- Review and track Permanent Housing documentation to ensure accuracy, completeness, and audit readiness.
- Coordinate return, transfer, and exit documentation with Case Managers, CAMs, and CoC Lead Agencies as required.
- Create, update, and maintain Permanent Housing program policies and procedures, ensuring alignment with funder requirements and CHS operational practices.
- Develop and refine housing workflows in collaboration with Program Management and the Director of Supportive Services to improve efficiency, compliance, and service delivery.
- Support implementation of updated workflows and ensure staff are informed of procedural changes.
- Assist with training staff on housing-related policies, procedures, documentation standards, and compliance expectations.
- Operate and manage CHS's property management software, to track, collect, and reconcile occupancy fees and rents.
- Assist in resolving occupancy fee discrepancies, late payments, or documentation issues in coordination with Finance and program staff.
- Support data collection, validation, and reporting efforts required for funders and internal

- **performance monitoring.**
- **Assist the Quality Control Manager with file reviews, audits, and corrective action follow-up.**
- **Maintain a working understanding of HQS and NSPIRE inspection requirements.**
- **Track inspection timelines and documentation to ensure units remain compliant.**
- **Develop and maintain relationships with landlords, property managers, and housing partners.**
- **Maintain and update a landlord and housing resource database/ rent affirmation sheet (RAS).**
- **Coordinate with external organizations to support housing placement, stabilization, and supportive service access for CHS clients.**
- **Participate in required trainings as directed by program guidelines or CHS leadership.**
- **Perform other duties commensurate with abilities and experience as assigned.**

**Working Conditions:**

**Environmental conditions:**

- Moderate noise (i.e., business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

**Physical requirements:**

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop, kneel to install computer equipment.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting in required.

**Accommodation(s):**

As appropriate and fiscally reasonable.

The above job description is for general informational purposes only and is not intended to be all inclusive or limiting as to specific duties. The Agency reserves the right to modify, interpret, or apply this job description in any way the Agency desires and in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. The described job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise and any employment relationship remains “at-will.”

Community & Home Supports is proud to be an equal employment opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status, or any other applicable characteristics protected by law.

**Contact:**

Send current résumé, cover letter, and references as attachments by email or US Post to:

ATTN: Human Resources  
Community & Home Supports, Inc.  
3031 W. Grand Blvd. Suite 470  
Detroit, Michigan 48202

EMAIL: [resume@chsinc.org](mailto:resume@chsinc.org)

**(Please reference position title only in the subject line)**