



Hope House Coordinator Prince George's County, MD

Location: Prince George's County, MD

Reports To: Housing Programs Manager

Employment Type: Part-Time 30 hours a week, Non-Exempt

About The Ladies of Hope Ministries (The LOHM)

[The Ladies of Hope Ministries](#) (The LOHM) whose mission is to help disenfranchised and marginalized women and girls' transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our expansive programs.

Position Overview

The Hope House Coordinator is a part-time position responsible for the implementation and delivery of program and houseguests-related services. The coordinator will develop and manage relationships with social service providers to support 8-10 Hope House guests. Hours of the position will be dependent upon the needs of the guests and may include some evenings and weekends as needed.

This position will be a great opportunity for an individual who has a passion for serving others in a fast-paced environment, experience in case management, and enjoys having a flexible schedule.

Primary Duties and Responsibilities

Resident Intake and Needs Assessment

- Conduct comprehensive intake assessments for all incoming residents within 48 hours of arrival.
- Identify immediate and long-term needs and connect residents to appropriate services and resources.
- Develop Individual Living (Service) Plans collaboratively with residents and update regularly to reflect progress and changing needs.

Case Management and Client Support

- Provide ongoing case management and general client communication.
- Offer referrals to clinical and non-clinical community resources and supportive services as needed.
- Escort residents to essential appointments and supportive services when appropriate.
- Monitor resident progress toward goals, ensuring accountability and measurable outcomes.

- Serve as a point of contact and advocate for residents to ensure equitable access to services and fair treatment.

Housing Services

- Implement Housing Readiness training for new residents.
- Assist residents in obtaining vouchers, rental assistance, and securing permanent housing placements.
- Support residents during transitions, including move-in and move-out coordination and apartment site visits.

Facility Oversight and Maintenance

- Oversee daily operations of Hope House, ensuring a clean, safe, and substance-free environment.
- Manage facility inventory, coordinate repairs, and maintain emergency preparedness protocols.
- Ensure all housing areas meet compliance and safety standards.

Resident Engagement and Community Building

- Facilitate weekly resident meetings to address concerns, share updates, and promote communication.
- Host monthly gatherings or events to foster community, inspiration, and peer support among residents.
- Provide one meal monthly for residents, including food procurement, inventory, and preparation.

Program and Service Integration

- Serve as a liaison to LOHM's wraparound programs
- Assist residents in obtaining essential life documents (e.g., ID, Social Security card, birth certificate) and public benefits.
- Collaborate with internal teams to coordinate comprehensive care and service delivery.

Program Administration and Reporting

- Maintain and support systems for collecting rental assistance from funding agencies and client contributions.
- Provide consistent reporting on program outcomes, placements, and service data using approved templates.
- Maintain accurate, timely records including intake forms, progress notes, and spreadsheets in relevant systems.
- Support ongoing program improvement efforts through data analysis and participant feedback.
- Collaborate with the Communications team to develop materials that highlight LOHM's housing initiatives and success stories.

Meetings, Training, and Other Duties

- Attend staff meetings, supervision sessions, required professional development training sessions and other LOHM meetings as required
- Perform additional duties to support the mission and operations of LOHM's housing programs as assigned.

Qualifications

The LOHM seeks the ideal candidate with the following qualities and skills

- Minimum 2 years of experience providing case management services and working with a diverse population.
- Knowledge of housing landscape, housing services and other resources in PGC to aid in providing quality housing supportive services for our clients and program participants
- Experience working with the justice-involved population.
- Commitment to social justice.
- Strong written and verbal communication, administrative, organizational and time management skills.
- Ability to maintain a realistic balance among multiple priorities, high-volume tasks in a timely fashion
- Ability to work independently on projects from conception to completion.
- Proficient in Microsoft Suite (Word, Excel, PowerPoint), Google Suites and Adobe Acrobat.
- Knowledge of web-based meeting platforms (Zoom, Teams, GoToWebinar)
- Experience using database management systems (Awards, Footholds) a plus

Compensation & Benefits

Compensation includes an annual salary of \$40,000 medical, dental and vision 80% employer-paid, paid time off and holidays.

How to Apply

Submit a resume and detailed cover letter describing your interest and qualifications to hr@thelohm.org. Please add Hope House Coordinator – PGC in the subject line. Qualified applicants will be contacted for an interview.

The Ladies of Hope Ministries (The LOHM) provides equal employment opportunities for all applicants and employees. Formerly incarcerated, minority, bi-cultural, and LGBTQ are encouraged to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.

Note: This job posting is intended to provide a general overview of the position. Duties, responsibilities, and requirements may be subject to change based on organizational needs.