



Housing Coordinator

This is a part-time position located in Grand Forks, ND.

Approximately 20 hours a week at \$18-\$20 an hour.

F5 Project is hiring a part-time Housing Coordinator to help support and assist our Housing Program in Grand Forks, ND. If you're an individual that has a passion to support the housing participants of F5 Project, we're looking for you!

F5 Project offers a housing program to individuals that are rebuilding their lives in the community after incarceration and/or struggles with recovery. One of the most important pieces of the housing program is having a fabulous crew that F5 Project and the housing participants can count on!

Overview of Responsibilities

- Process housing applications
- Interview potential housing program candidates
- Maintain financial portion of program fees
- Build rapport with housing participants
- Maintain housing program by encouraging program guidelines
- Support a healthy environment for individuals in early recovery
- Maintain participant confidentiality at all times, following HIPAA compliance
- Have a willingness to attend Narcan training/administer Narcan in the event of an emergency
- Be proactive in continuing self-education and learn best practices on providing quality care
- Willingness to provide feedback for housing program improvements
- Other duties as assigned

Skills Required

- Lived experience of some sort from the following realms: Substance use, incarceration, mental health, etc.
- Minimum of 1 year of maintained recovery/healthy living choices
- Valid driver's license
- Computer skills and good communication skills
- Awareness of local resources
- Being a team player!

To Apply: Please send both a cover letter and resume to Kristy Johnson at kristy@f5project.org.

About F5 Project

Started by a former inmate in 2016, F5 Project was founded to help individuals struggling with incarceration, mental health and addiction by providing resources and services to help obtain employment, housing, health care, and other basic needs. By empowering individuals to create meaningful change in their lives through support and grace, F5 Project restores purpose for individuals, fosters healing, and rebuilds stronger communities. Learn more at www.f5project.org.