

The Arc of Minnesota Housing Access Services Program

The Arc of Minnesota received funding from the Minnesota Department of Human Services to provide Housing Access Services to people with disabilities that are eligible for long term care or state plan home care services and wish to move to homes of their own. The Arc of Minnesota in coordination with affiliated chapters will be launching the Housing Access Services Program in mid-September 2009 and will be providing the following services to eligible people with disabilities:

Seeking and locating suitable, affordable, accessible housing, Accompanying individuals as they look for housing, Completing rental application and lease agreements, Meetings with landlords and property staff, Knowledge of and applications for publicly financed housing, Household budget development, Furnishing a home, and any related housing matters.

Arc West Central Housing Access Coordinator

Core Responsibilities

- Take referrals from community, family and agency sources.
- Be available for client contact according to agreed procedures
- Meet face to face with potential clients and complete short social history, consent for releases of information and other intake forms.
- Complete a personal budget with each consumer.
- Independently manage and account for a personal schedule ensuring duties are completed on a weekly basis.
- Assist clients housing assistance.
- Compiling a database of rental properties including type, cost and accessibility as well as maintain contact for vacancies within the target community.
- Assist clients by accompanying them to look for housing.
- Help consumers complete applications and rental agreements.
- Assist clients in finding furnishings
- Maintain accurate, complete and organized files for each client
- Provide documentation and reporting for program activities and expenditures
- Post occupancy assistance - follow up with clients and be available for their questions or assistance if needed.