

*Phillip Quintana*  
Governor



*Paul Herrera, Sr.*  
Lt. Governor

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**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT  
FS-020-2026**

**POSITION TITLE:** Transitional Housing Program Coordinator  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Full-time  
**DEPARTMENT:** Family Services  
**REPORTS TO:** Family Services Director  
**BACKGROUND LEVEL:** Child Care/Elder  
**STARTING PAY:** \$25.00 hrly  
**OPENING DATE:** March 18, 2026

**Position Summary:**

Under the direct supervision of the Family Services Director, the incumbent will be responsible for planning, implementing, and managing the Tribal Transitional Housing Program under the Cochiti Family Services Department. This position provides oversight of temporary housing services for individuals and families experiencing housing instability due to crisis situations such as homelessness, substance abuse recovery, domestic violence, reentry from incarceration, unexpected disasters (house fires), unsafe living conditions, or other emergency circumstances.

The coordinator provides case management and supportive services to help participants stabilize their living situation and transition into permanent housing. This position also assists in providing temporary safe housing in cases involving Child Protective Services (CPS) and Adult Protective Services (APS) where children, elderly, or vulnerable adults require immediate safe placement.

**Minimum Qualifications:**

- Bachelor's Degree in Social Work, Human Services, Sociology, Psychology, Public Administration, or a related field preferred.
- Associate degree with relevant experience in social services, housing programs, or case management may be considered.
- Two (2) years of experience in social services, housing assistance programs, case management, or related human services work preferred.
- Experience working with vulnerable populations including families, children, elders, and individuals in recovery is preferred.
- Knowledge of housing assistance programs, crisis intervention practices, and case management principles is desirable.
- Valid driver's license and ability to operate a Tribal vehicle.
- Ability to pass a background check.

**Preferred Qualifications:**

- Knowledge of social service programs, housing resources, and community support services.
- Ability to work effectively with individuals experiencing crisis or trauma.
- Strong case management, organizational, and documentation skills.
- Ability to maintain confidentiality when working with sensitive cases
- Strong communication and interpersonal skills.
- Ability to work collaboratively with Tribal departments and community partners.
- Ability to manage multiple cases and program responsibilities effectively.

**Essential Duties & Responsibilities:**

- Coordinate and oversee the daily operations of the Transitional Housing Program.
- Conduct participant intake, eligibility screenings, and needs assessments.
- Develop individualized service plans with program participants to address housing stability, employment, financial management, and personal wellbeing.
- Provide case management and supportive services to individuals and families participating in the program.
- Assist individuals who are transitioning from crisis situations including homelessness, recovery from substance abuse, domestic violence, incarceration, or emergency displacement due to disasters or unsafe living conditions.
- Coordinate temporary housing placements for individuals and families in need of immediate shelter.
- Support cases involving Child Protective Services (CPS) and Adult Protective Services (APS) where temporary housing is necessary to ensure the safety and wellbeing of children, elderly, or vulnerable adults.
- Assist participants in securing permanent housing through housing searches, landlord coordination, and referrals to housing assistance programs.
- Connect participants with supportive services including behavioral health services, substance abuse treatment programs, employment services, educational resources, and financial assistance programs.
- Monitor participant progress and ensure compliance with program requirements and housing agreements.
- Maintain program documentation including case notes, participant files, housing agreements, and program reports.
- Ensure transitional housing units remain safe, clean, and properly maintained.
- Develop and enforce program policies, procedures, and participant guidelines.
- Coordinate with Tribal departments, housing authorities, law enforcement, behavioral health providers, and external partner agencies.
- Track program outcomes and assist with program reporting requirements, including grant reporting when applicable.
- Provide crisis intervention and conflict resolution as needed.
- Facilitate or coordinate life skills training related to budgeting, employment readiness, parenting skills, and independent living.
- Participate in departmental meetings, training, and community outreach efforts.
- Perform other related duties assigned by the Family Services Director.

**Work Environment:**

- Combination of office, field, and community-based work settings.
- Frequent lifting, bending, transporting supplies, and equipment setup.
- Evening, early morning, weekends and/or holiday work may be required to support crisis situations.
- Travel will be required to transport clients for appointments or other related matters.

**CLOSING DATE: April 1, 2026**

**TO APPLY:**

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: [marsha.chavez@cochiti.org](mailto:marsha.chavez@cochiti.org) or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. Please contact our office at (505) 584-3564 for more information.

*It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal member*