



Job Title: Housing Specialist

SUMMARY OF POSITION

The overall responsibility of the Housing Specialist is to coordinate housing and services to homeless and near-homeless housing participants to ensure they acquire the skills and resources necessary to become self-sufficient.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Specialize in housing program eligibility, implementation, and placement
- Verify client eligibility data for services
- Update client files with case notes
- Perform monthly home visits and inspections
- Calculate and deliver Housing Assistance Payments and Utility Assistance Payments
- Submit monthly program reports
- Monitor and evaluate program participant progress
- Develop individualized housing and service plans, including paths to permanent housing stability
- Provide wraparound supportive services to clients
- Perform Coordinated Entry assessments and intakes
- Refer clients to community resources, including for employment, housing, legal consultation, and other services
- In accordance with the "team" philosophy of the agency, may occasionally be required to carry out or assist with other housing grant-related tasks in addition to the duties listed above
- Must believe in and act in accordance with the agency's mission statement and goals

SKILLS REQUIRED

- Ability to both work independently and collaborate with a group
- Solid written and verbal communication skills, especially with training materials, report writings, and policies and procedures
- Strong interpersonal skills
- Strong internet and organizational skills
- Proficiency with Microsoft Office software

EDUCATION and/or EXPERIENCE

- Bachelor's Degree (B.A.) in Social Work or related field. Knowledge of crisis intervention, case management, and social work theory and ethics
- OR High school diploma or its equivalent, and at least two years' experience in social or human service programs
- OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities
- Community Health Worker certification may be required in the future
- Experience working with homeless individuals during the process of obtaining and stabilizing in housing a plus

LANGUAGE

- Ability to read and interpret documents such as operating manuals and professional journals.
- Ability to write routine reports, correspondence, and appropriate case notes.
- Ability to speak effectively before groups
- Bilingual preferred.

COMPENSATION

DOE. Occupational & Liability Insurance, Social Security, Annual Sick and Holiday Leave.

QSEHRA (you must carry your own insurance and Community of Hope will reimburse your medical expenses up to a specific \$ amount) and IRA offered.

HOURS

- Full-time position, 8:00 AM to 5:00 PM, Monday-Thursday, 8-4 Fridays (MVCH employees typically opt for the 9-hour day of work which allows for every other Friday off)
- Occasional but rare evening hours may also be required.

Submit resume to deputydirector@mvchlc.org.