



HOUSING RESOURCES, INC.

Closing Date: October 16, 2020

Job Title: Housing Specialist

Number of Positions Available:

8 Temporary Part Time Positions – 20 hours per week / \$17 hr. / working remotely from home

2 Regular Full Time Positions – 37.5 hours per week / \$15 hr. + benefits with potential pay differential for Covid-19 / working both remote and/or in office

Hours are 8:30am – 5:00pm Monday through Friday are HRI's normal operating hours. Individuals schedules may vary and will be discussed during the interview process.

Description:

The Housing Specialist is responsible for implementing opportunities, special projects and procedures as necessary to expedite homeless prevention and rapid re-housing activities. Basic functions for this position require effective teamwork and coordination, administrative execution of tasks and process improvement implementation. This position will assist in case coordination of clients, general department operations, service delivery as necessary, and program support. Additionally, this position will interface with community partners including agency staff and landlords to expedite documentation and new projects, processes or opportunities. These functions are to be accomplished within the framework of established policies and procedures, under the overall direction of the Program Manager.

Temporary positions will primarily be responsible for assisting in the implementation of coronavirus relief activities to expedite assistance to households with urgent need.

PRINCIPAL ACCOUNTABILITIES:

1. Assist in coordination of resources and service delivery within the all housing programs with an emphasis on implementing special projects and new opportunities to expedite program activities.
2. Maintain an active knowledge of all HRI programs, including eligibility requirements and services available including existing and emerging programs.
3. Be an effective change agent and foster teamwork with a multi-disciplinary staff.
4. Implementation of screening, assessment, intake, monitoring and support of participating families in keeping with established department procedures
5. Provide back up or fill in assistance for on-going programs and assist staff in delivering program services including assessing client's situation, evaluating recommendations for service and/or referral and following up on progress with housing stabilization plans.

6. Assist in the assignment of homeless prevention or rapid re-housing services programs based upon eligibility.
7. Maintain and oversee appropriate ServicePoint documentation and records, assist with data collection and program auditing as necessary for reporting and program development.

POSITION SPECIFICATIONS/SCOPE:

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

Bachelor's degree or equivalent experience required. Experience in human services and property management preferred.

Temporary Positions – Customer service experience required. Experience and education in human services preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability for independent problem solving.
- Knowledge of community resources.
- Strong organizational skills required.
- Basic computer skills are also required.
- Demonstrated management of customer satisfaction.
- Ability to coordinate the activities of others.
- Experience working independently and as a team member.
- Must communicate in large groups and with formal writing techniques.
- Demonstrated experience working with a diverse group of individuals.
- Must maintain confidentiality and possess a compassionate and professional manner.
- Professional work and punctuality habits are necessary to accomplish organizational goals.
- Maintain a valid driver's license with no more than 6 points against driving record and have own transportation.

To apply, please submit a cover letter and resume via email to hr@housingresourceisnc.org