



**HOUSING RESOURCES, INC.**  
**Closing Date: July 24, 2021**

**Job Title:** Housing Specialist

**Description:**

The Housing Specialist is responsible for implementing opportunities, special projects, and procedures in the 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 staff 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.

**PRINCIPAL ACCOUNTABILITIES:**

1. Assist in coordination of resources and service delivery within 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. Oversight 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.

## 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.

### Hours:

#### **Full Time Position:**

Monday thru Friday: 8:30am to 5:00pm\*

\*Early morning, evening and weekend hours may be required as the organization's needs dictate.

### Compensation:

\$15.00 hr.

This is a non-exempt position.

To apply, please submit a cover letter and resume via email to [shenry@housingresourcesinc.org](mailto:shenry@housingresourcesinc.org).