

SOUTH SUBURBAN FAMILY SHELTER

Job Description

Title: Housing Specialist	Department: Rapid Rehousing Program
Type: Full-Time	Reports To: Housing Programs Manager
Classification: Non-exempt	Supervises: N/A

Job Summary:

The Housing Specialist is a member of the South Suburban Family Shelter Domestic Violence Rapid Rehousing Program. The Housing Specialist's primary function is to be the liaison between clients and housing providers in the community. This individual is responsible for maintaining communication and collaboration with SSFS staff, clients, Coordinated Entry team and landlords to ensure clients are appropriately housed. The Housing Specialist is also expected to be knowledgeable about the housing market, rental process and laws regarding the rights of renters and landlords. The Housing Specialist is also expected to manage the budget and all financial transactions associated with this project.

The ideal candidate for this position is self-motivated, organized, detail oriented and able to carry out tasks independently in a timely manner. This individual is able to effectively network and seek out creative ways to expand housing opportunities for the clients being served.

Duties and Responsibilities

- Complete 40 Hours Domestic Violence Training
- Comply with the Rapid Rehousing Program Manual
- Network and maintain strong communication with landlords to develop robust housing referral base
- Advocate on behalf of clients regarding housing needs and rights
- Ensure clients and landlords have a clear and concise understanding of the project and associated processes
- Collaborate with Coordinated Entry team to ensure all eligibility requirements are met
- Conduct initial assessments with clients to establish understanding of housing needs
- Establish budget with clients to determine appropriate housing options
- Match clients with appropriate housing options
- Conduct housing inspections
- Assist in the process of reviewing and signing leases and other associated documents
- Participate in case consultations with Case Manager, Program Coordinator and other providers as needed to ensure a comprehensive approach to the client's service plan
- Manage all financial transactions, ensure rent payment is processed monthly, and set up and maintain spreadsheets to track payments accurately
- Collaborate with sub grantee to review grant report submissions and supporting documentation, ensuring documentation is appropriate and costs are eligible per grant agreement
- Maintain up-to-date knowledge of grant processes and grant agreements and complete reporting for grants as assigned

- Meet with Program Coordinator for supervision
- Ensure all case related documentation is maintained and submitted per established deadlines
- Complete and submit weekly employment related paperwork per established deadlines
- Participate in and represent SSFS at various networking committees as assigned
- Attend all required program meetings
- Attend mandatory SSFS All-Staff meetings
- Assist with trainings, community outreach, fundraising efforts and special projects as assigned
- Participate in planning and implementing client activities as assigned
- Work with other staff to maintain open communication and develop a team approach
- All other duties as assigned

Qualifications

- Bachelor's Degree in Counseling, Social Work, or related field
- At least 1 year case management experience preferred
- Bilingual (English/Spanish) preferred
- Well versed in domestic violence dynamics and its effects on children
- Working knowledge of housing laws, renters/landlord rights, etc.
- Working knowledge of federal, state and local resources that support the goals for the project
- Excellent written and verbal communication skills and interpersonal skills
- Detail-oriented
- Ability to apply critical thinking
- Ability to work independently and as a team member
- Strong problem solving skills
- Good organizational and time management skills
- Some evenings and Saturday hours required; flexibility in scheduling a must
- Must have reliable transportation, proof of insurance, and valid driver's license
- Must be able to operate general office equipment and be familiar with Microsoft Office
- Ability to stand/walk for periods of time and lift up to 25lbs
- Ability to handle sensitive information in a confidential manner required
- Ability to adhere to the SSFS value statements

Compensation and Benefits

The compensation for the position is \$16/hour for 35 hours/week. SSFS offers benefits including holidays; PTO; medical and dental insurance; short-term and long-term disability; and the ability to contribute to a 403(b) plan. This position is also eligible for Aflac benefits such as telemedicine, dental, vision, short-term disability, etc.

If you are interested in applying for the position, please email your cover letter and resume to careers@ssfs1.org.

SSFS is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other categories protected by law.

For more information about South Suburban Family Shelter, please visit our website at www.ssfs1.org.