

CHOICES

JOB DESCRIPTION

JOB TITLE: HOUSING SPECIALIST

REPORTS TO: Act Team Leader

DESCRIPTION STATUS: Exempt

SALARY: DOE

HOURS: Full time, M-F, 9am – 5pm

POSITION SUMMARY

The **Housing Specialist** is a member of the trans-disciplinary Assertive Community Treatment (ACT) team who is assigned, as necessary, to work at specific ACT Team sites. This position receives daily work assignments from the ACT Team Leader and has reporting responsibility to the ACT Team Leader. The essential function of this job is to locate vacant apartments and assist consumers who have histories of homelessness, mental illness and substance abuse to occupy these apartments by providing direct, hands on, concrete and support services. Examples of services and responsibilities are listed below.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

A. JOB DUTIES

- Locate vacant apartments for consumer occupancy.
- Negotiate with landlords/ real estate agents to obtain vacant apartments
- Document client contacts
- Report fiscal information on required forms, as directed
- Work with team to assist with client preparation for interviews
- Complete Section 8 and/or Fixed Income Advantage packets
- Attend section 8 interviews/orientations
- Work with section 8 throughout process, including inspections
- Assess housing barriers of individuals experiencing homelessness, to determine housing and service needs
- Develop a housing procurement, financial and self-sufficiency case management plan with clients
- Identify participant strengths and barriers to stabilize and assist clients to reducing barriers and linking to resources and services
- Provide pro-active follow-up home visits to ensure stability and further progress towards self-sufficiency
- Complete follow-through from beginning of process to move-in
- Keep team informed on a regular basis of clients housing process
- Keep organized records of housing process for each client
- Collaborate with ACT Team to assure optimal apartment placement and maintenance of safe and comfortable living environment for clients
- Transport clients to appointments as needed
- Other duties as assigned

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B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and its programs. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

REQUIRED ESSENTIAL JOB QUALIFICATIONS:

- Basic knowledge of Section 8 application process for both client and landlord
- Knowledge / belief in “Housing First” philosophy and strategies
- Excellent verbal and written communication skills
- Excellent attention to detail
- Dedication to follow-through
- High School Diploma
- Degree in Human Services OR 1 to 2 years related experience of job qualifications
- Sensitivity to underserved populations
- Valid Drivers License with clean driving record for 5 years
- Ability to pass extensive state and federal background check
- Negative result TB test
- Availability to take crisis phone on rotation over weekend.

We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are typically in a community setting. Frequent sitting. Long periods of standing and walking. Some lifting of 50 lbs or less and some stooping, squatting and bending.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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I have received and read the CHOICES, Inc. Housing Specialist I Job Description. I agree to keep it readily available and to refer to it often.

Employee Printed Name: _____ Date: _____

Employee Signature: _____