



Community Rebuilders

An Equal Opportunity Employer

Housing Resource Specialist

Full Time, Hourly, Non-Exempt

Summary

Under the general direction of the Program Supervisor, the Housing Resource Specialist is skilled at providing Strengths Based Housing Resource Services to persons experiencing homelessness or at risk of homelessness and will assist with all aspects of compliance with contract and regulatory requirements. Has ability to implement complex requirements of the project. Provides effective service delivery that complies with contract and regulatory requirements and meets or exceeds project's targeted outcomes.

The principal function of an employee in this position is to perform a variety of direct service, technical and skilled tasks in accordance with the rules and regulation of agency, funding sources and agency mission and philosophy. The principal duties of the Housing Resource Specialist are performed in a general office environment and in the field and community.

Essential Functions:

- Provide comprehensive Strengths Based Housing Resource Specialist services as outlined in HRS guidebook/training.
- Assess personal and family situations of homeless individuals and families to determine eligibility for programs and service needs.
- Assist participants in locating and securing housing of their choice using proper calculations of income and rent per program guidelines.
- Provides training on the responsibilities of tenants and how to address potential issues with property owners.
- Serve as an ongoing liaison between property managers and participants and neighbors as needed.
- Ensures rental properties meet Housing Quality Standards and are appropriate for the program participants.
- Facilitate and coordinate supportive service activities for participants to promote achievement of goals and objectives, including development of a strength-based Housing Plan that promotes permanent housing and self-sufficiency for participants.

- Maintains and makes recommendations for modification to practices, policies and procedures manuals in all area related to service delivery.
- Provide counseling and advocacy to participants, provide support, reduce isolation, listen, problem solve, and identify resources to assist with reintegration of participants in the community.
- Establish and maintain collaborative professional relationships, coordinate services with other agencies or workers providing services to the consumer.
- Maintain client files per program guidelines and funding requirements; Collect and report program data, including but not limited to HMIS reporting and HUD/funding source required data.
- Provides group events, training, coaching to consumers to support the goals of increased income and self-sufficiency, workforce and employment training.
- Attend team meetings, staff meetings and training workshops;
- Contribute to the team in service delivery outcome achievements. Implement project guidelines and requirements to promote integration of project objectives and strategic goals into service delivery functions.
- Carry out procedures in accordance with regulatory requirements and policy and procedural requirements.
- Assist with Planning, implementing and evaluation consumer participation strategies.
- Maintain professional relationships with all personnel, consumers, families, service providers and other stakeholders.
- Responsible for monthly, quarterly and annual progress reports.
- Identify and communicate training and professional development needs.
- Participate in professional development opportunities
- Other duties as assigned

Core Competencies

- Read, comprehend, and apply laws, rules and regulations in determining eligibility and assistance
- Produce required reports to federal, state and local government agencies and funding sources
- Communicate effectively both orally and in writing

- Maintain effective working relationships with customers, other employees, supervisory personnel and the public
- Operate a personal computer and related software such as word processing, spreadsheets, etc.
- Use logical and creative thought process to develop solutions according to written specifications and or oral instructions
- Work with diverse populations, including persons who are homeless and may have criminal histories
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret instructions furnished in written, oral, diagram or schedule form

Required Minimum Qualifications

- Bachelor's degree in related field or 3 years of related experience
- Valid Michigan Driver's license

Additional Qualifications Desired

- Knowledge of:
 - Housing First strategies and philosophy
 - Chemical dependency, HIV/AIDS , mental illness and harm reduction strategies
 - Human behavior and family systems
 - HUD regulations, guidelines and procedures
 - Social and economic problems related to housing needs for those in lower income bracket
 - Available community resources, landlords, services
 - Modern office practices and procedures

Essential Physical Duties

- Sufficient clarity of speech and hearing or other communication abilities, with or without reasonable accommodation, which permits the employee to communicate effectively, hear within the normal range of conversations, and carry on telephone communication;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written and

electronic materials at arm's length or less (distinguish letters and numbers), to see in detail objects or printed material at greater than arm's length and perform inspections of tenant housing;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop, repeatedly, sit or stand for long periods, and lift at least 20 pounds and occasionally lift and or move up to 25 pounds.

Work Environment

Housing Resource Specialist primarily works in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machine, file cabinets and printers. May be required to travel to community events, housing inspections, off-site trainings or other events as assigned.

While performing the duties of this job the employee is regularly required to talk, hear, sit, stand, walk, use hands & fingers, reach and lift up to 25lbs unassisted.