

Job Description

Position: Housing Specialist	Department: Housing and Shelter Services
Reports to: Director	
Type of Position:	Hours per week: 40
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	<input type="checkbox"/> Exempt
<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Non-exempt

ORGANIZATIONAL DESCRIPTION

Associated Ministries has represented the religious community in responding to the needs of the community for more than a Century. More than 250 congregations join together to *build community that is humane, compassionate, and just* through more than 25 programs and services. Our programs are never static – as community needs arise, we find solutions that help families and community manage crises, secure stability, and build assets.

JOB SUMMARY

Provide intake and assessment services to callers and providing appropriate navigation/referrals based upon the services needed as identified through the comprehensive assessment. Immediately prevent homelessness through financial assistance, while also establishing an individual plan, before navigating/referring to other service providers.

RESPONSIBILITIES AND TASKS

1. Complete initial intake and assessments for clients.
2. Schedule the clients for a more in-depth intake and assessment, collecting necessary documentation to determine program eligibility.
3. Document program eligibility in HMIS.
4. Develop working relationships with households/families, ensuring that they are working the individual plan, and making necessary changes that will ensure they are living in affordable, sustainable housing.
5. Provide initial financial assistance, as deemed appropriate, to prevent homelessness, and establish an individual plan
 - Addressing housing stability, budget/finance, credit counseling, public benefits, employment (past history and work readiness), education (for children and adults), child care, and transportation.
 - Refer to appropriate provider, or to Prevention Specialist internal to Centralized Intake and Prevention Services.
 - Addressing housing stability, budget/finance, credit counseling, public benefits, employment (past history and work readiness), education (for children and adults), child care, and transportation.
6. Develop working relationships with landlords throughout Tacoma-Pierce County to ensure access for low-income households/families.
7. Sustain partnerships with agencies that provide financial education/literacy training, as well as other services.
8. Develop strong relationships with mental health providers throughout Pierce County.

9. Perform background screening after initial eligibility is completed, as required and funding is available.
10. Provide appropriate referrals and documentation in HMIS.
11. Track client referrals.
12. Follow up with appropriate agency to determine status of client.
13. Work with community agencies on maintaining up-to-date information on client eligibility, and availability of services.
14. Maintain current knowledge of service providers.
15. Understand relationships of community/agency funders (EFSP, ESHP)
16. Ability to be flexible with work hours, including evenings and weekends.

WORK EXPERIENCE REQUIRED

1. Able to work with families of varying income levels.
2. Past experience speaking publicly about/for a program and agency.
3. Proven proficiency in writing both case notes and data reports.
4. Experience in a human service or related field.
5. Past experience working with people in crisis.
6. Demonstrated ability to attend to details.
7. Demonstrated ability to prioritize multiple and competing tasks.
8. Experience and willingness to work in a fast-paced environment with short timeframes.
9. Demonstrated ability to develop and maintain strong relationships with community service providers.
10. Demonstrated commitment to ethnic and religious diversity including all faith traditions (religions), with preference for candidate who speaks Russian, Korean, and/or Spanish fluently.
11. Strong data entry skills required.
12. Proven ability to provide own transportation to and from work, and to clients as needed.
13. Able to pass a background check.

EDUCATIONAL REQUIREMENTS

B.A. or B.S. degree in human services, social services, or related field.

EQUIPMENT USED

- Desktop computer with Windows 7, and Microsoft Office 2007.
- Dynamics GP/Great Plains Financial Database Software.
- Photocopiers and other office equipment.

PHYSICAL REQUIREMENTS

COMPENSATION

Salary Range: \$35,000 - \$50,000

Benefits: Health insurance, pension, and generous benefit package as detailed by Personnel Policies.