



POSTION TITLE: HOUSING SPECIALIST
SALARY RANGE: \$23 TO \$25 PER HOUR

POSTION NO.: P20251
STATUS: FULL TIME

Job Summary

The Housing Specialist plays a critical role in assisting individuals and families in securing safe and affordable housing. This position involves working closely with clients to navigate housing options, provide support in the application process, and ensure compliance with relevant regulations. The ideal candidate will have a strong understanding affordable housing property, and Section 8 programs, as well as a commitment to upholding Fair Housing regulations.

Responsibilities

- Ability to connect with clientele and assist with housing applications and resources.
- Facilitate the application process for various housing programs, including Section 8 and LIHTC.
- Maintain accurate records of client interactions and housing applications in file and updating of case notes.
- Provide support services support for clients facing housing instability or related challenges.
- Collaborate with community organizations to connect clients with additional resources, including addiction counseling services when necessary.
- Conduct regular follow-ups with clients to ensure ongoing support and address any emerging needs.

Requirements

- High School diploma or equivalent
- Must be compassionate and personable
- Ability to work with diverse group of people from all populations.
- Excellent communication skills, both verbal and written, to effectively interact with clients and stakeholders.
- Knowledge of addiction counseling practices is a plus but not mandatory.
- Ability to work independently while also being an effective team player in a collaborative environment.
- Strong organizational skills with attention to detail to manage multiple cases efficiently.

This position offers an opportunity to make a meaningful impact on the lives of individuals seeking stable housing solutions while adhering to industry standards and best practices.

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