

SPECIAL SERVICE FOR GROUPS JOB ANNOUNCEMENT

Title: Housing Specialist

FLSA: Non-Exempt

Division: HOPICS/CESSAY

Supervisor: Landlord Relations and
Engagement Manager

Revised: 01/17/18

Summary

Under the direction of the Landlord Relations and Engagement Manager, the Housing Specialist will be responsible for research and development of viable housing stock list. S/he will provide linkages to private owners, landlords and property management companies in Southern California. This position will build relationships with property owners, conduct pre-inspection and gather required paperwork for financial assistance request submissions to Special Service for Groups (SSG) Fiscal Department.

Essential Function:

- Establish a housing network by developing links with landlord and property management companies;
- Create and management of available rental units (housing stock);
- Develop partnership with landlords and property management companies to give priority to HOPICS Rapid Re-Housing tenant referrals;
- Host informative workshops for landlords on topics such as but not limited to tenant relations, tenant and landlord rights, business development and guest speakers; and conduct pre inspections;
- S/he will maintain accurate documentation of service to clients in HMIS/Clarity;
- Outreach and develop working relationships with other agencies whose services will be beneficial to clients;
- Prepare project reports in accordance with funding requirements;
- Coordinate housing placement services and assist clients with a successful transition to stay housed;
- Maintain files/records on client services in compliance with HIPAA and other funding requirements for auditing purposes;
- Work collaboratively with DMH, DHS, CDC,LAHSA,HACLA and other outside agencies;
- S/he will assist in training and provide support to necessary staff, providers, and other project partners;
- The Housing Specialist will participate in all mandatory program and division meetings and trainings, as assigned by his/her supervision, assistant division director and division director;
- Prepare reports in accordance with program requirements and Division policies;
- Maintain files/records on client services in compliance with HIPAA,42 CFR part 2 and other funding requirements for audits purposes;
- Maintain appropriate boundaries; and adhere to SSG's Code of ethics and HOPICS' Core Values;
- Represent the Agency in a professional manner at meetings and community events;
- Regular attendance required;
- Other duties as needed.

Secondary Functions

Perform other duties as assigned by the Senior Management for Housing Services, Senior Manager for support Services and Evaluation and/or Division Director. Answer phones and route incoming calls.

Minimum Qualifications-Knowledge, Skills and Abilities Required:

Bachelor degree in human service, business, marketing, communications, administration, or related fields with a minimum three (3) year job related experience in housing placement services and relationship building with landlords and property owners **OR** six year experience working in social service field; housing placement and developing housing networks. Working knowledge of Microsoft word, Excel, and other database programs. Accurate and concise documentation. Neat and professional appearance. Attention to detail and punctuality required. Ability to communicate effectively, both written and orally. Verification of Employment Eligibility and Background Clearance. TB test required Not more than (3) month prior to or (7) days after Date of Hire, and renewed annually thereafter), CPR and First Aid Certification required within 30 days of employment with company and valid Driver's License and auto insurance required. Reliable transportation is required. Ability to communicate effectively, both written and orally. Experience working with homeless families and children, as well as an experience with placing homeless families into permanent housing.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Environmental Conditions (Working Condition):

Half the work week is spent on the outside of the office, in the field. Automobile travel is required. May be exposed to highly aggressive clients: must communicate with many sources including public paying agencies, courts and outside community agencies. Some evenings and weekends may be required. Sometimes noisy, loud and disruptive clients.

Physical Requirements:

The Housing Specialist typically spends time sitting, standing, typing, thinking, writing, driving, carrying (max.25 lbs.), listening, and speaking.

Mental Requirements:

This position will require the individual to be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.

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