



## **Housing Specialist**

### **Description**

Homelessness Program Housing Specialist determine initial and ongoing participant eligibility to families and individuals who have experienced homelessness or risk of homelessness. Housing Specialists provide housing navigation and placement to enrolled families and individuals as well as cultivate and maintain relationships with local landlords. In order to help households, overcome their housing crisis and prevent future episodes of homelessness; Family Tree Homelessness Program utilizes the evidence-based practice of a Housing First Model. Family Tree Homelessness program works with individuals and families within their homes by providing rental assistance, supportive services, resource connections and goal setting.

This is a full-time, non-exempt position with a hiring salary range of \$18.72 to \$22.47 per hour working primarily Monday-Friday and occasional evenings and weekends. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

### **Essential Duties/Responsibilities**

- Responsible for interviewing, assessing and determining initial and ongoing program eligibility for people who are homeless or at risk of homelessness according to specific program(s) guidelines.
- Provide and document initial and ongoing housing navigation and placement according to specific program(s) guidelines, including HQS inspections. Lease up newly enrolled clients, as well as established clients
- Develop and maintain relationships with landlords in the Denver Metro Area.
- Determine client rental payment amounts in accordance with program guidelines. Submit payment requests for payments with all proper documentation including but not limited to lease, W-9 and Landlord Verification Form.
- Promptly enter documentation and information into Client files, HMIS and other respective tracking systems as required
- Maintain a case load

### **Other Duties**

- Adhere to all Family Tree, Inc. established policies and procedures, including those regarding timely reporting of suspected child abuse or neglect and confidentiality of client information.
- Participate in at least monthly Supervision (by phone or in person).
- This role requires strong collaboration and partnership with the case managers for clients.
- Must work in partnership with supervisor to ensure all federally and state funded policies and guidelines are implemented at Family Tree.
- Attend weekly staff meetings, supervision meetings, on-site and off-site trainings, and other meetings as requested.

### **Knowledge, Skills and Abilities**

- Bilingual English/Spanish preferred but not required.

- Must understand Trauma Informed Care, which is culturally appropriate, and individualized and strengths based.
- Must be committed to and skilled at building relationships with under-resourced, at-risk families and individuals.
- Must be open to learning and adapt well to change.
- Must be able to establish and maintain working relationships with various community providers and Homelessness Program team members.
- Must have a valid Colorado driver's license, car insurance, and acceptable motor vehicle record.
- Ensure a safe work environment and follow all safety procedures.
- Must understand and work with the entire household utilizing a 2-Gen or multi-generational approach.

### **Education and Formal Training**

A combination of lived experience and professional/educational experience working with vulnerable individuals/families. Or a Bachelor's degree in a human service related field plus one year of experience working with vulnerable individuals/families. Must have strong computer skills; prefer Word, Outlook, HMIS and Access.

### **Working Environment**

Due to various funding streams, responsibilities may include but not limited to working with participants in Permanent Supportive Housing, Rapid Re-Housing and Emergency Services. Must be comfortable going into homes that may be under-resourced, not air-conditioned, etc.

This position requires visiting homes or locations that may or may not be handicapped accessible. Must have access to reliable transportation on a daily basis for home visits and various off-site meetings.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Activities**

This position requires visiting homes or locations that may or may not be handicapped accessible. Talking, hearing (ordinary conversation), seeing (read paperwork, computer work.) Manual dexterity sufficient to operate a computer, calculator and telephone. Physically exert force of 10-15 lbs. 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.