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**Job Title:** Housing Specialist, Collier County

**Classification :** Non-Exempt

**Division :** HMIS

**Job Description :**

The Housing Specialist assists homeless, at-risk, and transitional housing clients in locating and securing permanent housing along with leveraging supportive services that will assist the clients with maintaining permanent housing. The Housing Specialist performs a variety of office and field activities to manage and monitor rapid rehousing/ transitional program for families, direct client services to promote residents' self-sufficiency, integration into the community and permanency in housing. This is a full-time position 40 hours per week. The hours for this position are Monday-Friday, 8:30AM-4:00PM.

**Essential Job Functions:**

- Establish linkage with housing centered community-based organizations, realtors, brokers, and landlords.
- Escort clients to housing appointment, as necessary. Field work requirements are limited to housing and social service-related work activities.
- Provide individualized and group counseling on housing and entitlement related topics.
- Identify clients' strengths that contribute to achieving housing stability and assist in decreasing barriers via referrals to community-based resource and services.
- Assess barriers to permanent housing of individuals and families experiencing homelessness to determine service needs, goals, and eligibility.
- Coach clients on interviewing skills and assist in preparation for housing appointments.
- Conduct client mock interviews to determine client's ability to present positively on viewings and interviews.
- Coordinate Collier Housing Authority and HHC Outreach to assist clients in obtaining housing vouchers and completing housing applications.
- Submit housing voucher inquiries on behalf of all eligible clients.
- Document all engagements and efforts to stabilize family via CARES progress note.
- Collect, review, and file all client housing search logs; conduct follow ups on client behalf as needed.
- Provide mediation and advocacy with landlords on resident's behalf in securing permanent housing.
- Collaborate with HHC Outreach, the Continuum of Care and resident in identifying and securing appropriate housing arrangements.

- Create and maintain consistent liaisons amongst client, landlords, brokers, referral sources, collaborating agencies, neighbors, and property managers.
- Maintain accurate and updated daily work activity logs as well as case notes and other pertinent documentation in client's case file.
- Prepare and submit reports according to prescribed schedule (i.e. case summaries, quarterly reports, exit projection reports).
- Coordinate check/key exchange between client, Landlord and Brokers.

### **Desired Skills, & Abilities:**

- Comply with all applicable training requirements.
- Comply with all company safety, personnel and operational policies and procedures.
- Comply with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
  
- Demonstrated passion about CCHHC's mission with the ability to promote and communicate CCHHC's philosophy, mission, and values to external and internal stakeholders.
- Demonstrated comprehensive understanding and knowledge of HUD guidelines.
- Proficient in MS Office (Word, PowerPoint, and Excel) and computer usage to include email, internet, and presentations.
- Experience with providing services to the homeless population is preferred.

### **Education:**

A combination of education and experience. Experience in database systems and/or homelessness prevention preferred.

- Experience with ServicePoint, previous non-profit, and bilingual is a plus!

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Qualified applicants should reply to this posting with a cover letter and resume to: [executivedirector@collierhomelesscoalition.org](mailto:executivedirector@collierhomelesscoalition.org)