



DOORWAYS

HOPE LIVES HERE

Job Description

- JOB TITLE:** Housing Resource Specialist
- SCOPE:** Full-Time/Non-Exempt
- SUPERVISION:** This position reports to the Own Home Program Director.

BASIC FUNCTION

We are seeking a compassionate and detail-oriented Housing Resource Specialist who has experience working with homeless populations and familiar with the community resources available to our clients.

This job description in no way states or implies that these are the only duties the Housing Resource Specialist will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

MAJOR DUTIES AND RESPONSIBILITIES

Assist clients in the DOORWAYS Subsidy Program

1. Complete intake and assessment for clients in need of assistance
2. Collect of required documentation
3. Process files for deposit assistance, rent, mortgage assistance or utility assistance
4. Enter data into a centralized database and other databases as necessary to track services.
5. Inspect of units for new move-ins and others as determined by funding source
6. File maintenance

Program Responsibilities

1. Perform administrative requirements, including completion of intake forms and general correspondence.
2. Record and maintain regular encounters and progress notes.
3. Maintain an excellent working relationship with others in the housing profession and related facilities and organizations.
4. Create and maintain excellent relationships with area landlords.
5. Maintain a Social Service directory listing available community resources.

6. Make referrals of applicants/tenants to appropriate social service agencies when necessary.
7. Provide information to applicants regarding other financial assistance programs available.
8. Attend community housing meetings.

Required skills

1. Excellent communication skills-verbal and written
2. Good problem solving ability
3. Must be able to multi-task and juggle job duties
4. Interact positively with coworkers through a culture of teamwork

EDUCATION & EXPERIENCE

A Bachelor's Degree in Social Work or related area is preferred.

More than one year of experience in at least some of the following: social services, mental illness, HIV and housing.

WORKING CONDITIONS

Works in a climate-controlled and well-lighted environment with a smoke-free policy. Works in an office and throughout the building daily. Has level of risk of exposure to infectious diseases including HIV, but receives training in hand washing practices and Universal Precautions and has access to personal protective equipment if direct exposure is anticipated. Is subject to interruptions, noise, and odors daily. • Willing to work beyond normal working hours, on weekends, and in other positions temporarily, when necessary; on-call 24/7.

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.

