



**JOB TITLE:** Out State Housing Specialist  
**SCOPE:** Full-Time/Exempt  
**SUPERVISION:** Reports to Director of Government Grants & Out State

**ORGANIZATION SPOTLIGHT:**

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

**WHAT WE'RE LOOKING FOR:**

The ideal Housing Resource Specialist:

- Will be located in Columbia Missouri
- Experience working in social services; housing field is preferred;
- A broad understanding of HIV/AIDS, mental disorders, substance abuse and homelessness;
- Excellent communication skills in a variety of settings and with various audiences including examples such as social service consumers, social workers and case managers, landlords, program managers, funders.

The candidate must be organized, flexible, have great attention to detail, excellent listening skills and be able to handle a heavy workload in a fast paced environment. The successful candidate will pass a background check, drug test, and TB test.

**WHAT YOU RECEIVE:**

The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health, vision, dental and life insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

**MAJOR DUTIES & RESPONSIBILITIES:**

- Process referrals, including completing intake and eligibility assessments and recertifications as needed.
- Complete specific paperwork required by service category.
- Create and follow up on housing plans designed in part with clients in the TBRA program.
- Process requests for monthly utility reimbursements.
- Complete timely housing inspections, as required.



- Gather all necessary documentation from clients, or other concerned parties.
- Utilize Case Worthy database as the main system of collecting and recording services rendered.
- Data entry of all communication with client, provider or any other appropriate party connected to providing requested service.
- Cultivate relationships with Ryan White Case Managers in the Central Region of Missouri.
- Identify and outreach to community partners including AIDS Service Organizations, housing providers, landlords, other resources to meet client needs.
- Respond in a timely manner to all emails and phone calls from staff, clients, and other agencies.
- Perform other duties as assigned.

**EDUCATION/EXPERIENCE:**

- Bachelor's Degree or its equivalent

**SKILLS & KNOWLEDGE:**

- Detail oriented
- Knowledge of local resources (Columbia, MO)
- Adaptability
- Enthusiastic
- Self-Starter/Self Motivated
- Knowledge of HUD and HOPWA regulations and document requirements
- Able to work with other agencies for client's best outcomes/client advocacy
- Relationship building with clients, co-workers, and other agencies
- Awareness of HIPAA laws

**WORKING CONDITIONS:**

DOORWAYS' flexible schedule policy promotes a healthy work-life balance. Official office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Candidate will reside in Columbia Missouri.

**QUALIFICATIONS:**

- Excellent communication skills both verbal and written
- Good problem solving skills
- Must be able to multi-task and juggle job duties
- Interact positively with co-workers through a culture of teamwork
- More than one year experience in one of the following: social services, mental illness, HIV and housing
- Must be able to read, write and speak the English language well
- Must be able to follow written and oral instructions



- Must be able to multi-task in a fast paced, high-energy work environment
- Must be able to work well as a team member and be a self-starter who is able to work independently
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations
- Ability to maintain strict confidentiality

**PHYSICAL REQUIREMENTS:**

The Housing Resource Specialist will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer. Must be able to navigate flights of stairs in order to complete housing inspections.

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.



***ACKNOWLEDGMENT***

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Out State Housing Specialist** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

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Date

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Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.