



**Job Title:** Housing Specialist  
**Department:** Social Services  
**Reports to:** Director of Social Services

**Status:** Full-Time/ Non-Exempt/  
15-Month Grant Position  
**Schedule:** 35 hours/Week;  
Monday-Friday; 9:00am-5:00pm

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**Job Summary:**

The Housing Specialist is responsible for addressing the housing needs of clients residing in CHCF homeless shelters. The Housing Specialist is a key team member who collaborates with colleagues to promote a positive resettlement experience for newly arriving migrants and to support quality services for all clients. Additionally, the role involves developing partnerships with government and community agencies to help increase clients' access to meaningful housing. This is a 15-month grant-funded position.

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**Duties/Responsibilities:**

- Responsible for assisting clients in transitioning from shelter to permanent housing, identifying permanent housing options, developing and maintaining a database of housing resources, conducting individual sessions and support groups around housing issues, and providing referrals, advocacy, follow-up, and assistance with housing applications.
- Locate independent housing units for eligible participants.
- Conduct 30-day housing needs assessments as well as the initial housing inspection to ensure the housing unit complies with HQS.
- Identify and secure safe, sanitary, and affordable housing for newly arriving migrants in compliance with established program requirements.
- Assess clients' eligibility for government-financed housing programs, including subsidies, and benefit programs.
- Participate as a member of the interdisciplinary team in determining clients' immediate needs, functional capabilities, and assistance needed to stabilize housing and increase independent functioning.
- Participate in exploration, where possible, of the option for family reunification to transition out of shelter.
- Conduct regular meetings with clients (at least biweekly) to review housing options and exit strategies.
- Develop and maintain relationships with brokers and landlords to secure a pool of available apartments of all sizes and rent levels to be offered to housing-ready families.



- Facilitate clients' ability to view apartments weekly.
- Assist clients in securing and completing applications for permanent housing and collecting the necessary documents for affordable and subsidized housing.
- Engage in community outreach efforts to identify housing opportunities and maintain a database of resources, including a listing of brokers, landlords, and management companies.
- Develop and facilitate educational workshops and groups focused on housing (including available housing resources, apartment search techniques, mock interviews, and other best practices).
- Develop and maintain relationships with government partners and support community-based organizations.
- Participate in team meetings, case conferences, and meetings with prospective brokers and landlords.
- Prepare weekly housing status and other DHS-required reports as directed.
- Work with clients to identify ways to resolve adverse credit reports.
- Represent CHCF at city and statewide coalitions, task forces, and committees related to housing.
- Participate in monthly staff meetings, case conferences, and training seminars to enhance skills.
- Assist with reports and program evaluation.
- Perform other duties as assigned by the Social Work Supervisor.

**Required Skills/Abilities:**

- Must be bilingual English and Spanish
- Must have excellent communication skills, the ability to write and record case documentation, skills in group counseling, working knowledge of family issues, sensitivity to the needs of homeless families, a demonstrated ability to advocate and provide follow-up around housing issues, and able to conduct housing-specific workshops.
- Possess the knowledge and skills to develop strong linkages with the city and private housing agencies and secure permanent housing for the homeless population.
- Must have the ability to be flexible with schedule as needed.
- Must be computer-literate and must know about Microsoft.



**Education and Experience:**

- Bachelor's Degree in Human Services or related field.
- Minimum of one year of counseling experience and two years of experience in housing development/management, real estate, or case management.
- Demonstrated sensitivity and experience with and/or knowledge of homelessness within disenfranchised communities, including individuals who identify as lesbian, gay, bisexual, transgender, queer, and/or HIV-affected, the elderly, and individuals with substance abuse and/or mental health issues.
- Familiarity with DHS regulations and DHS Cares Reporting.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Salary:** \$68k

- ❖ *CHCF offers a comprehensive employee benefits package.*
- ❖ *CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.*