



Job Title: Housing Specialist (Part Time, Non-Exempt)

Program: STEHP/CARES-ESG Homeless Services

Reports to: STEHP Program Manager

Job Category: Specialist

Works with individuals and groups to promote positive physical, social and emotional health and safety. May help individuals deal with issues associated with addictions and substance abuse, family, parenting, stress management, self-esteem and aging. May provide educational assistance and direct recreational activities.

Hiring Range: \$14.00-18.00/hour

Job Summary:

Assists assigned clients with housing search. Assesses housing needs, identifies housing resources, facilitates housing applications, and works collaboratively with landlords and property managers to place individuals and families in housing. Position involves travel around the county, client transportation, and in home services. Assigned clients may be served by CCHS or partner agencies.

Duties and Responsibilities:

- Maintain up to date information on requirements and vacancies at county wide housing resources
- Develop and maintain working relationships with landlords and property managers
- Assess clients' housing needs
- Facilitate clients' applications to various housing resources
- Work with clients to overcome any barriers to permanent housing
- Facilitate clients moving into permanent housing
- Complete documentation and reports as needed.
- Other assignments as required and identified by the STEHP Program Manager.
- Complete at least 10 hours of job related training annually

Telecommuting and Remote Work:

- Generally work from home is not a viable option due to this position being mainly community based and direct work with clients. It would be typical for this position to be re-assigned as needed if there is not sufficient work with STEHP/CARES-ESG housing searches.

Skills Required:

- Ability to work with all ages.
- Knowledge of community resources.

- Positive image for CAPTAIN CHS and a dedicated homeless advocate.
- **Able to have flexible, irregular work hours.**
- Able to multi-task and work in a team environment.
- Ability to work with a diverse client base and staff in a professional manner as part of a team.

Qualifications:

- Associates Degree Preferred.
- Must possess a valid and clean NYS Drivers License and provide evidence of appropriate insurance coverage.
- Excellent organizational and interpersonal skills, flexibility and initiative.
- Good communication skills and proven ability to work with diverse populations.
- Ability to lift up to 30 lbs.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____

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