



## **JOB DESCRIPTION HOUSING SPECIALIST**

**FUNCTION:** The Housing Specialist will be responsible for locating and securing suitable housing for the clients served by CAWC. The Housing Specialist will be working with adults and families who are victims and survivors of domestic violence. Knowledge of homelessness correlated with domestic violence is essential. Clients include adults coping with the trauma and the aftermath of long-term abuse where housing is a vital component of crisis intervention.

The Housing Specialist will locate appropriate and affordable units for rent, contacting landlords and housing authorities to identify available units in the community and expedite and streamline the search for affordable housing.

**FT/PT:** Full-time  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** Greenhouse Shelter Director  
**SUPERVISES:** N/A

### **Responsibilities:**

1. Provide counseling, advocacy, information, referral and emotional support to crisis line callers, walk-in clients and Greenhouse Shelter residents.
2. Locates and secures appropriate private market housing units available to homeless or at risk individuals.
3. Collect and submit to HUD all documents needed for HUD approved clients' apartments.
4. Work closely with Counselor/Advocates to determine appropriate services for clients at the time of intake, identify personal and economic barriers to be addressed during scheduled bi-monthly meetings with residents and assure that the resident's needs are being met to overcome barriers as they move into permanent housing.
5. Develop and maintain relationships with prospective landlords, brokers, managers and housing authorities to advocate for families who need permanent housing. Maintain knowledge related to housing policies, regulations and tenants' rights. Identify available and affordable units for rental.
6. Prepare lists of affordable housing and track openings in subsidized housing for clients. Identify apartments in safe and well-kept buildings with working equipment and appliances.
7. Educate clients and landlords about program services and tenant rights. Advocate to waive application and credit check fees and to lower rent prices.



## **JOB DESCRIPTION HOUSING SPECIALIST**

8. Provide life skill training to ensure clients are prepared before moving into permanent housing. Advocate for and support clients, accompanying them to apartment viewings and lease signings.
9. Provide technical assistance, information and referral, advocacy and resource development for clients and related service providers.
10. Network with other housing service providers to ensure that the housing needs of homeless are adequately addressed.
11. Participate in organizations and coalitions, which help promote greater resources for clients.

### **Qualifications:**

1. Bachelor's degree in social services (or related field) or minimum two years' experience working in advocacy services, case management or similar work in a direct service setting
2. Experience working with special populations including homeless adults, families and victims and survivors of domestic violence
3. Experience in housing development or housing tenancy is preferred.
4. Dedication to empowerment of women and children, as well as a commitment to and understanding of anti-oppression and social justice work.
5. Capacity to work effectively with others of diverse ages, languages, races, ethnicities, sexual orientation, religious beliefs, mental/physical abilities, and socioeconomic status.
6. Strong assessment and counseling skills, with a focus on trauma-informed service provision.
7. Excellent interpersonal and communication skills (written and verbal).
8. Demonstrated ability to work independently and cooperatively.
9. Proficiency in MS Office applications including Word, Excel, PowerPoint, and Outlook.

**Highly preferred:** Bilingual/bicultural; familiarity with community resources; crisis intervention experience; completion of 40-Hour Domestic Violence Training at an ICDVP-approved site.