



People's Resource Center
Job Posting

MEETING OUR COMMUNITY'S NEEDS
NEIGHBOR TO NEIGHBOR

Housing Specialist

POSITION OVERVIEW

PRC is hiring a Housing Specialist to work 30 hours/week to assist with the provision of housing assistance according to funding requirements and client needs consistent with program policies and procedures. The Housing Specialist's primary office will be located in Wheaton (201 S. Naperville Rd) but position requires traveling to other sites. They are part of the Social Services team supervised by the Director of Social Services.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical insurance – HMO, PPO
- Dental insurance – PPO
- Flexible Spending Account participation
- Short Term Disability
- Life Insurance
- SIMPLE IRA retirement plan & company match
- 18 days of Paid Time Off (PTO)
- 12 paid holiday

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required preferably in social work
- 2 years of related field experience working with at risk or homeless individuals required
- Knowledge of or experience in housing (building management, subsidized housing or working with landlords/building management groups) preferred
- Knowledge of local or DuPage County resources for low income residents preferred

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

- Able to work effectively with a diverse client population
- Able to compile, analyze and evaluate data
- Able to maintain a high level of confidentiality
- Highly organized with a great attention to detail
- Strong communication and time management skills
- Able to work independently with some guidance and direction
- Proficient in MS Word, Excel, Outlook and Internet search engines; Knowledge of HMIS systems (Service Point), MS Access and Google Docs preferred

APPLICATION PROCESS

To apply, please send your resume, cover letter and salary expectations to resumes@peoplesrc.org.

APPLICATION DEADLINE: FRIDAY, FEBRUARY 9, 2018

No phone calls, no faxes please.

People's Resource Center is an Equal Opportunity Employer.

www.peoplesrc.org

POSITION ESSENTIAL FUNCTIONS

1. Provide direct service to individuals and families seeking housing assistance.
 - Provide information, support, and referrals to clients who present in crisis.
 - Accept referrals from local shelters and other partner agencies for homeless prevention and re-housing assistance.
 - Conduct screening and assessments of individuals and families at risk of or experiencing homelessness to determine 1) housing and service needs and 2) eligibility for assistance according to established funding guidelines.
 - Develop a housing plan including financial goals, self-sufficiency and housing stability plan, and use of case management with clients.
 - Provide mediation and advocacy with landlords as needed on the client's behalf to develop a workable plan to obtain and/or maintain housing.
 - Assist clients as needed in locating and securing housing of their choice.
 - Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies).
 - Assist clients with the completion of accurate applications for government and mainstream programs.
 - Connect clients with appropriate supportive services

2. Assist with the management and disbursement of housing assistance funds and program compliance according to funder requirements.
 - Maintain accurate and complete client files and processing forms.
 - Ensure accurate and timely entry of client data into all databases including ServicePoint HMIS database, Client Central Database, and Social Services Database.
 - Assist with grant and internal reporting requirements as needed.
 - Assist with compilation of program statistics as needed.
 - Adhere to internal department procedures to ensure efficient and effective service delivery.

3. Maintain knowledge of affordable housing options and associated partnerships.
 - Research private market landlord availability and supportive housing program options.
 - Develop relationships with area landlords in order to facilitate client placement.
 - Communicate with landlords and mortgage companies to ensure timely housing assistance.
 - Participate in DuPage County Continuum of Care committees as assigned

4. Act as back up for Social Services staff and other duties as assigned.