Housing Specialist

**Summary of Position:** The Housing Specialist is responsible for connecting individuals and families who are experiencing homelessness or are in unstable housing situations with housing.

**Specific Duties:**
- Provide case management specific to housing placement for participants seeking housing assistance
- Conduct housing and assessment screenings with participants to identify appropriate housing intervention (RRH; market rate housing; supportive housing; affordable/subsidized housing, etc.)
- Build and maintain relationships with landlords and maintain a relevant and up-to-date database of housing options
- Provide tenant rights counselling to participants
- Coach participants through application process with landlords and assist with subsidized and affordable housing application and certification process as needed
- Act as point person for community and housing partners to facilitate effective exchange of information and collaboration.
- Work collaboratively as a member of the housing team to transition people experiencing homelessness who are currently in emergency housing (hotels; shelters) into permanent housing options.
- Refer housing participants as needed to other Connections services (mental health, prevention, etc.) to maintain housing stability and increase overall quality of life.
- Mediate between landlords and participants to resolved issues impacting tenancy
- Assist Connections participants with housing search and location and executing leases with landlords/agencies.
- Maintain participant files in HMIS, prepare reports and ensure other required documentation is completed in a timely manner
- Effectively engage potential participants and explain the scope of services provided by Connections for the Homeless
- Be present as needed during Drop-In Center operations to provide case management services and support the milieu
- Attend agency and housing related meetings; conferences; and trainings and represent Connections for the Homeless on external committees as assigned
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as assigned

**The following qualifications are requirements for the position:**
- HS Diploma or GED. Bachelor’s degree in social service related field preferred. One or more year of Case Management experience
- One or more years of Homeless Services experience.
FLSA Status: Non-exempt

- Understanding of principles of harm reduction and trauma-informed care, and the impact of severe mental illness on individuals and their families
- Valid Illinois Driver's License
- Flexible schedule – evenings and weekend hours are needed from time to time
- Able to work independently and with diverse populations
- Excellent speaking, writing, and interpersonal skills

Other requirements:
- Must be able to pass a criminal background check

Reports to: Director of Housing Programs
April, 2020