The Montgomery Area Family Violence Program, Inc.
dba Family Sunshine Center

Position Title: Housing Specialist

Reports to: Deputy Director

Status: Full-Time, Non-Exempt

Work Site: FSC Shelter

Summary: The Housing Specialist manages and monitors FSC's rapid re-housing program (RRH) for individuals/families to include orienting all eligible participants to the program and providing housing search and supportive services to promote client self-sufficiency, integration into the community, and permanency in housing along with performing administrative tasks involved in the review and maintenance of a caseload of program participants.

Responsibilities

1. Assess housing barriers of individuals and families experiencing domestic violence to determine housing and service needs;
2. Develop a housing procurement and sustainability, financial, and self-sufficiency case management plan with RRH clients. This shall include intake interview to determine client's needs, goals, and eligibility using appropriate screening tools ;
3. Develop relationships with local landlords and property managers to build a sustainable resource pool for housing;
4. Assist participants in locating and securing housing of their choice within an appropriate income-based monthly budget; use community and volunteer resources to coordinate moving into and furnishing new housing;
5. Create and maintain consistent and timely communication channels, both verbal and written, between multiple parties (i.e. tenant, landlord, referral source, collaborating agencies, and FSC Finance Office).
6. Serve as an ongoing liaison and advocate between property managers and clients and coordinate with the Transitional Services Coordinator as needed;
7. Provide information and referral assistance regarding available support from appropriate social service agencies and/or community resources;
8. Assist in development of and encourage adherence to a personal budget through pro-active housing and budget counseling sessions; provide budget counseling and education to assist clients in establishing payment plans for bills and past debts and to assist clients in obtaining and maintaining their housing;
9. Assist participants in development of an individualized goal and action plan that promotes permanent housing and self-sufficiency; develop an effective, timely referral network in order to ensure ongoing direction and support as needed;
10. Identify client strengths and barriers to stability; assist clients to reduce barriers and increase link to resources and services;
11. Provide pro-active follow-up home visits to ensure stability and further progress towards self-sufficiency; this includes support, advocacy, reducing isolation, listening, problem

solving, and identification of resources to assist with reintegration of participants in the community.

12. Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities;
13. Maintain accurate daily log records, monthly outcome reports, and files for each client;
14. Transport clients as deemed necessary. Transportation requirements should be limited to housing and job searches and occasional visit to relevant social service agencies;
15. Collect and report program data, including but not limited to data reporting and funders' required data.
16. Submit complete and accurate client data, statistical reports, and evaluations, on a timely basis, and comply with other reporting requirements as required by agency policies and procedures
17. Manage RRH programmatic functions to include the development and ongoing maintenance of RRH policies and procedures, compliance with MACH and HUD expectations and requirements, attendance in MACH meetings and trainings, and management of the program budget and expenditures (e.g., bus vouchers, moving expenses and utility deposits).
18. Perform other duties as assigned by the Case Management Coordinator.

Qualifications

- Bachelor's Degree in Human Services or related field and 2 years case management experience required;
- Experience in self-sufficiency, financial planning and RRH preferred.

Knowledge, Skills and Abilities

- Ability to maintain poise and self-control in critical and high intensity crisis situations;
- Ability to communicate with and be sensitive to the needs of people of various backgrounds;
- Knowledge of trauma-informed best practices;
- Motivational interviewing skills;
- Ability to determine and prioritize appropriate victim services;
- Knowledge of HUD RRH Program and strategies;
- Knowledge or understanding of tenant's rights and responsibilities and basic understanding of contracts;
- Exhibits excellent interpersonal and leadership skills;
- Knowledge of current social and economic problems and the way these problems affect families and individuals;
- Ability to identify and use community resources;
- Ability to focus and prioritize multiple projects simultaneously and meet deadlines;
- Ability to develop and maintain effective working relationships with other agencies and to be cooperative in managing referrals;
- Makes good use of time and acts professionally and responsibly in all work areas;
- Exhibits strong verbal and written communication skills;
- Strong computer skills in current Microsoft applications to include Outlook, Word, Excel, PPT, and Publisher.

Travel Requirements:

Local and statewide travel as needed and required by funding sources for training, outreach or meetings with clients, landlords or other partners; reliable transportation, valid driver's license and liability insurance coverage is required.

I have received, reviewed and fully understand the job description for Housing Specialist. I further understand that I am responsible for the satisfactory execution of the responsibilities described therein, under any and all conditions as described.

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Employee Name Date

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Employee Signature

Family Sunshine Center is an Equal Opportunity Employer

Last reviewed 10/18/24, DRB