



Job Title: Housing Specialist
Reports To: Program Manager
Status: Non-Exempt

Job Class: Program Delivery
Grade: 6

POSITION SUMMARY

Coordinates and places families and individuals in housing programs. Delivers comprehensive, intensive, short-term clinical based case management for adults living with severe mental illness experiencing chronic homelessness

CORE RESPONSIBILITIES

- Administers/maintains Housing Choice Vouchers, State Housing Vouchers, Fourth Street House and related services or subsidies.
- Completes Department of Housing (DOH), Housing and Urban Development (HUD) paperwork to include housing orientations, lease ups, annual and interim recertification's and processes in a timely manner utilizing the ELITE system as required. Complete all tenant certification and compliance reports: including Enterprise Income Verification (EIV).
- Performs Housing Quality Standard (HQS) inspections and work with landlords and customers to meet guidelines for housing subsidies. Serves as a liaison with landlords and other programs/agencies to ensure good working relationships and customer service.
- Serves as a resource for Center staff in the area of housing and homelessness.
- Maintains an updated list of landlords. Assists client with locating affordable housing and provide other housing navigation support and services as needed.
- Assess, monitors, and follows up with client's ability to meet basic housing needs, access appropriate community resources as needed to maintain their ability to remain in the community.
- Provides short term intensive strengths based case management services to homeless persons living with severe and persistent mental illness
- Documents all contacts in accordance with Centennial Mental Health Center's standards while meeting productivity standards as identified by the Program Manager.
- Participates in agency and program meetings.
- Participates in Evidence Based Practices and other agency initiatives including Trauma Informed Care as well as other best practices.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

EDUCATION

- High School Graduate or GED Equivalent. Bachelor's Degree in a Human Service, Social Work, Psychology, or related field preferred.
- Must be able to complete certifications to access statewide and national systems (ELITE, EIV, HMIS, PDX) and complete HQS Inspections within 3 months of employment.

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to work well with special populations along with maintaining appropriate boundaries
- Able to identify and nurture strengths and support client rights to make independent decisions
- Skill to serve culturally diverse populations that may have a bearing on service provision
- Effective written and verbal communication skills
- Ability to multi-task, prioritize concerns and effectively manage time independently
- Ability to work as a team member
- Knowledge of basic computer literacy such as e-mail communication and word processing
- Ability to work flexible hours, which may be required
- Ability to travel within the Center's service area or to other locations as needed



I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities and the core competencies that are needed to complete my role.

Employee Signature Date

Supervisor Signature Date