Job Description:
Housing Resource Specialist (1.0 FTE)

Responsible for working collaboratively with regionally participating County Services and Departments with a focus on housing related tasks, projects and development. The Housing Resource Specialist (HRS) will provide technical assistance and consultation on housing and related support for people with disabilities and low income, advocates, providers, and government staff, as well as increase and improve opportunities for Minnesotans with disabling conditions and housing instability to live successfully in the greater community. While much of this position will not be providing direct services, there will be some interaction with participants, persons seeking services, and the general public.

The HRS will promote a team-based environment of support, collaboration and encouragement where contributions and feedback from others are valued; model professionalism, positivity and be a champion of our mission. Applications are welcomed from a broad range of applicants. Join our caring team!

The HRS position is made possible through a County/Agency collaboration which is grant-funded and has a solid possibility for continued funding if pilot is successful. The HRS will be an employee of Partners for Housing (P4H), however will receive daily direction and assignments from Blue Earth County Supervisor. Orientation for the position will occur with both County and Agency.

Status: Full-Time, Salaried at 40+ hours per week/some flexibility of schedule / typical shifts Monday – Friday. Office-based work, with possibility of occasional remote work.

ESSENTIAL FUNCTIONS:
- Provide coordinated supportive services to impact people experiencing housing instability or homelessness in our region. Support may include, but are not limited to providing advice, resources, referrals and assistance to individuals and families needing to access community-based programs and services. The HRS may assist individuals with gathering necessary documentation, conduct intake interviews, and/or provide assessments.
- Be familiar with available community resources that will enhance the lives of people with disabilities, low income, and/or housing instability or homelessness. HRS will make referrals or perform advocacy functions with other community agencies as applicable.
- Collaborate with state, federal and local entities; other service providers; schools; mental health professionals, court personnel, attorneys, home care providers and managed care organizations regarding policies, funding and service delivery.
- Organize, provide and participate in ongoing training to increase community knowledge and skills.
- Evaluate and assess the success of services being provided.
- Recommend other programs and services that may be beneficial.

EXAMPLES OF WORK:
- Acts as point person for housing related information; housing expert/housing triage position accessible to Human Services staff within the participating Counties.
- Trains and provides County staff with education and resources to offer better services to all households experiencing housing instability or homelessness
- Provides specific client consultation to peers and County staff regarding housing options and creative problem-solving based on the situation
• Provides housing referrals and resource information
• Provides outreach to community partners
• Provides outreach to community members with disabilities, low income, or housing instability or homelessness.
• Participates in the development of new housing programs/services - may be in a lead role
• Initiates and tracks resources, current and needed, assisting with identification and development of new services through collaboration with, and learning from, agencies and organizations
• Leads data collection, analysis, and report writing for the specific program area
• Participates in applicable task force, committee, or task-orientated work group activities
• participates in strategic planning for regional housing goals
• Works closely with all County Services towards integrating common housing goals
• Other duties as they emerge from development activities and growth of the role

AREAS OF RESPONSIBILITY - The essential functions include but are not limited to:

Client Support / Programs Specific Activities:
• Provides assessment, client planning, housing advocacy, tenant education, and case management services to individuals and families.
• Provides client household with the resources, skills and knowledge to become self-sufficient and prevent future episodes of homelessness and/or housing instability.

General Expectations:
• Supports organizational efforts to promote the work of P4H and County Human Services to support people experiencing housing instability or homelessness due to income and other barriers, create awareness of the housing and homelessness issues in our community.
• Collaborates with other staff to ensure optimum alignment of duties and team support.
• Other duties as assigned or needed

Core Competencies
• Mission Ownership: Demonstrates understanding and full support of the mission, vision, and values of the housing programs.
• Diversity, Equity and Inclusion: Support, advocate for and value others in the ways that they are the same and different from yourself.
• Leadership: Has proven leadership experience and abilities to manage the assigned programs.
• Self-Development: Has the desire to learn and grow in experience and skills; actively participates in self-care.
• Initiative: Has strong work ethic; is action oriented and energetic; seizes opportunities; sets demanding but achievable objectives for self.
• Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication.
• Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization.
• Technical Expertise: Demonstrates the technical skills required to proficiently execute the essential functions of the job.
• Time Management: Uses time effectively, efficiently and with integrity; willing to be flexible to meet client and business needs.
• Process Management: Figures out the processes necessary to get things done; knows how to organize resources and activities; seeks assistance when needed.

Qualifications:
• Required:
  o Bachelor’s degree in behavioral health, human services, social services, non-profit
management or related field required.
- Minimum of 2 years experience working with vulnerable populations as a case manager/social worker required.
- 1-3 years program management experience.
- 1-3 years experience training others.

- General:
  - Provide fair and equitable support of all clients regardless of situation.
  - Must be adept at building relationships based on mutual trust and respect.
  - Must adhere to the strictest of professional and ethical standards, abide by a code of Confidentiality.
  - Maintain good judgment at all times and in all activities.
  - Strong verbal and written skills; strong organizations skills; effective time management; attention to detail and ability to be self-motivated and disciplined
  - Local travel required; must have a reliable vehicle, insurance and clean driving record
  - Working knowledge of software applications including Word, Excel, and Outlook. Experience with online file storage and data entry programs is a plus.
  - Excellent administrative and communication skills (e.g., emails, case notes, organization).
  - Must be a self-starter who is highly organized, able to prioritize and is highly flexible/adaptive.
  - Must possess a heart for advocating for and supporting the low-income population.
  - Ability to work outside of the typical Monday through Friday 8 a.m. – 5 p.m. hours when work demands are present – including being accessible to County staff, clients, and required attendance at meetings.

*Partners for Housing is committed to continuous awareness and improvement in the services we provide and the organization where people work. P4H is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Partners for Housing reserves the right to modify, interpret, or apply this job description as needed to meet the needs of the agency. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains at-will. These job requirements are subject to change to reasonably accommodate qualified disabled individuals.*