



Helping Courageous Moms Lift Their Children Out of Homelessness

Job Description

Title: Housing Specialist
Reports to: Housing Services Manager

SUMMARY

Provide housing advocacy for all participants through a trauma-informed approach. Assist with the housing search and application process. Make referrals to appropriate agencies and programs. Provide educational programs to program participants. Work collaboratively with facility staff to ensure the facilities are well maintained and meet all applicable standards, regulations and laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Assist participants with applications to housing agencies and housing programs.
- Provide housing search (monitor, tracking, follow up).
- Assist participants in addressing housing barriers
- Maintain accurate and updated individual case files
- Establish linkages and act as liaison to housing agencies and programs.
- Develop and facilitate housing related workshops with participants.
- Educate participants on eligibility, housing availability, local and state fair housing laws, financial literacy, Credit/CORI.
- Assist participants in permanent housing with landlord tenant issues and mediation.
- Submit annual reports to Boston Housing Authority (BHA) and other housing agencies and funders (FHLB, etc.).
- Data tracking, reporting and analysis of outcome measures.
- Interface with and coordinate services with involved service providers (internal and external).
- Prep for and present updates at weekly Case Conference meetings.
- Assist with management for Brookview facilities including conducting unit inspections, coordinating preventative, routine and emergency maintenance needs (within the approved budget), conducting inventory and other duties as assigned.
- Provide stabilization services to participants living in other Brookview housing programs.
- Participate in 24 hour on-call system.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree or Associates with a minimum of three years relevant experience preferred.
- Fluency in English and Spanish highly preferred.
- Must be familiar with the impact of homelessness, substance abuse, and domestic violence issues.
- Proficient with HMIS (Homeless Management Information System) required
- Proficient in MS Office including Excel, Adobe, Google documents, and fillable housing applications
- Experience working with and advocating for low-income families in housing court and other systems when needed.
- Demonstrated group facilitation skills.
- Experience with Motivational Interviewing preferred
- Demonstrated experience creating and delivering presentations
- Good interpersonal skills and be able to work independently and as part of a team.
- Proficiency in advocacy and mediation.
- Excellent written and oral communication skills.
- Must be able to work some evenings and weekends.
- Must be available to participate in 24 hour on-call system.
- Must have driver's license and access to a vehicle.

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