

Supportive Housing Specialist

Competency-based Job Description

Program: Clinical

Status: Full time Non-Exempt

Reports to: Program Director

Supervises: N/A

Position Summary:

The Housing Specialist provides guidance and direction to consumers eligible for supportive housing services. Assists consumers in obtaining decent and affordable housing of his or her choice that fosters independence in the least restrictive environment possible. Provide housing advocacy and other supportive services to consumers.

License/Certification:

(L) LMSW or other applicable behavioral health license.

Minimum Qualifications:

Master's degree with a mental health discipline.

Desired Qualifications:

A minimum of two (2) two years' experience working with the special needs population.

Physical Requirements:

Must have adequate visual acuity to interact with Electronic Health Record System and accurately input data. Ability to move about for up to 50% of work shift. Must be able to remain in a stationary position for up to 50% of work shift. Occasionally must be able to move up to 20 pounds from one location to another.

Essential Functions:

- Assess consumer's activities of daily living (ADL) skills and educate or provide training as needed. To assist consumers in acquiring the skills needed to live independently. Assist consumers in developing a realistic budget and determining an appropriate range for permanent housing rent.
- Develop relationships with landlords and consumers to promote and market the supportive housing program.
- Conduct face to face supportive housing marketing presentations to housing providers and consumers.
- Initiate site visits and conduct housing inspections of properties to identify affordable, safe housing. Provide support in housing search, acquisition and set-up. Utilize available resources in response to housing related issues, assist with landlord negotiations, credit references, and deposits. Assist with arranging utilities, phone, and furnishings.
- Coordinate Supportive Housing services with Peer Support Advocates, case managers, and other parties involved in providing services to consumers.
- Maintain appropriate case documentation and ensure that accurate consumer assessment/progress reports are completed in a timely manner.
- Attend Team Meetings for review of case plans, program goals and other related issues.
- Facilitate and develop that Individual Housing Plan for the consumer, coordinate and integrate this plan with the treatment team and within the Individual Plan of Service.
- Assist consumers in applying for vouchers, section 8 and other rent subsidies they may qualify for and be eligible to receive.
- Help resolve issues, conflicts or problems that may arise between the landlord and supportive housing tenant.
- Review and evaluate cases with supervisor prior to termination of the case.
- Coordinate, direct, guide and oversee the activities of the Supportive Housing Peer Advocate.
- Specific Duties for Adult Foster Care (AFC):
 - Primary focus is to engage consumers residing in AFC homes or group homes and establish trusting, collaborative relationships directed toward the goal of promoting, obtaining and maintaining independent housing in the community.
 - Maintains contact with AFC home providers and home staff as part of transition planning and in preparation for consumers to move into less restrictive living arrangements.