

JOB DESCRIPTION

Name of Agency: **Dickinson Iron Community Services Agency**
1238 Carpenter Ave.
Iron Mountain, MI 49801
Phone: (906) 774-2256
Fax: (906) 774-2257

Job Title: **Housing Resource Specialist**
Full-time, Non-Exempt Position

General Description:

The Housing Resource Specialist will serve as the first point of contact for individuals experiencing a housing crisis and will assist households with the application/certification process necessary to access various housing programs.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily:

1. Conduct preliminary screenings with households presenting at the HARA to determine level of risk using the SPDAT method;
2. Assist households with obtaining the documentation necessary to access housing and support services (this includes assisting individuals with replacing lost birth certificates and social security cards);
3. Assist households with completing applications for housing and support services;
4. Document all referrals in the Homeless Management Information System (HMIS);
5. Meet with area service providers for training on agency-specific forms and intake procedures;
6. Meet with households to complete a housing assessment/housing plan;
7. Provide financial and leasing assistance to household eligible for services;
8. Enter client and financial data into various databases such as MSHDA's HALO system and the Homeless Management Information System (HMIS) – *(training provided)*;
9. Complete rent comparables and conduct HQS and Lead Based Paint Inspections - *(training provided)*;
10. Conduct face to face recertification meetings with households receiving leasing assistance to determine continued eligibility;
11. Maintain a working relationship with landlords as well as a list of available housing and employment opportunities; and
12. Completes special projects and performs other duties as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Minimum of an Associate's Degree in Social Work or equivalent
- At least 1 year of direct experience working with at-risk populations and 1 year of office/clerical experience

- Must be able to successfully pass a background check
- Must have a valid driver's license, insurance, and reliable form of transportation
- Must be willing to work flexible hours
- Must be willing to travel to other locations as needed
- Must possess strong written and spoken communication skills
- Must have strong computer skills and the ability to use Microsoft Office components, HMIS, and spreadsheets
- Must be willing to work with at-risk populations and develop a solid knowledge of community resources
- Possess the ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with clients, other agencies, the media, the public, and other employees
- Possess the ability to work effectively under stress and within deadlines and changes in work priorities

Physical Demands and Work Environment:

- Must be able to sit for extended periods of time (minimum of 2 hours)
- Must be able to lift 40 pounds
- Must be able to travel to perform essential duties

Supervision:

The Housing Resource Specialist is under the direct supervision of the Housing Resource Agent and will be evaluated in 90 days following the completion of the introductory period and annually, thereafter.

The above statements are intended to describe the general nature and level of work being performed in this position. They are not to be considered an exhaustive list of all duties an employee in this position may be expected to perform.

Employee Signature

Date

Supervisor/Director Signature

Date