

Job Title: Specialist, Housing Stability
Supervisor: Coordinator, Rapid Rehousing
Classification: Non-exempt
Salary Range: DOE

Position Description:

The Specialist assists clients in accessing and maintaining permanent housing through UMOM's DES funded Rapid Rehousing program.

Essential Duties and Responsibilities:

1. Work with Family Housing Hub to receive referrals for RRH families.
2. Assist with identifying eligible participant eligibility for rapid rehousing program and documenting eligibility in collaboration with the Family Housing Hub
3. Provide Intake and assessment to all Rapid Rehousing Clients
4. Assess ongoing housing needs of UMOM residents seeking Rapid Rehousing and develop a housing case plan if needed
5. Assist family in identifying housing and complete all necessary compliance procedures
6. Assure ongoing eligibility in RRH program
7. Assure that all program fees or rent subsidies are paid on time.
8. Determine and access appropriate community, state, federal health and social resources, upgrading and enhancing a community resource database.
9. Provide Case Management home visits to all Rapid Rehousing clients.
10. Assess functional and social need of clients in order to develop, implement and monitor service plans leading to an increased level of self-sufficiency for clients in Rapid Rehousing program.
11. Respond to client needs in a timely manner.
12. Monitor client progress on an ongoing basis.
13. Maintain client confidentiality.
14. Develop and maintain a list of housing providers and relationships with housing providers in Maricopa County.
15. Guide clients through the process of maintaining or obtaining permanent housing.
16. Provide education to clients in areas of tenant rights and responsibilities.
17. Document and maintain accurate information in client files on a timely basis.
18. Comply with established agency policies and procedures.

Qualifications:

- Bachelor's degree in Social work or related field preferred.
- 1 year direct case management experience required.
- Desired knowledge of community resources and understanding of community health and social service system.
- Current AZ Driver's license with no more than 2 moving violations in a one year period.
- 100/300 level auto coverage insurance required.
- Level One Fingerprint Clearance Card or the ability to obtain one
- Knowledge of current Windows OS, MS Word, Excel

