



Bill Wilson Center

JOB ANNOUNCEMENT

Housing Specialist – HUD Youth Rapid Re-Housing Program

The Housing Specialist will be responsible for locating housing for homeless young adults and families. The Specialist is required to work quickly and independently in the fast paced housing market in Santa Clara County in order to secure housing for young adults and families. In addition to locating housing, you will conduct housing inspections, negotiate, and build relationships with landlords, collaborate with community partners, as well as be personable and informative about the BWC programs when engaging with the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implement the housing first model for all enrolled clients.
- Identify appropriate rental housing in the community for clients that is aligned with their needs and goals.
- Develop and maintain inventory of appropriate units for clients and their families.
- Engage Landlords to build and sustain relationships with Bill Wilson Center and our clients.
- Network with landlords, renter's associations, property management businesses, and county wide permanent housing providers.
- Educate community members about the housing needs of clients and the importance of supportive housing.
- Provide direct assistance to clients with housing search.
- Guide and educate clients on how to search for, secure and maintain permanent affordable housing, including tenant/landlord rights and responsibilities.
- Provide assistance to clients with completing housing forms, applications and obtaining required verifications to determine eligibility.
- Inspect units to ensure they meet housing quality standards
- Prepare and process all required documents for financial assistance.
- Provide financial assistance for move in costs, deposits and/or delinquent rent.
- Follow agency policies and procedures regarding financial documentation and reconciling all requests.
- Maintain thorough and accurate progress notes, files, and correspondences in AWARDS and HMIS as required
- Maintain regular contact with clients, monitor progress.
- Coordinate with Case Managers to ensure clients needs are being met.
- Participate in agency Program Quality Improvement activities and initiatives
- Participate in agency Safety initiatives and proactively report safety issues to management immediately
- Ensure that site is neat and tidy and report all maintenance or safety issues to manger or Facilities Manager immediately.
- Regular attendance is a requirement of the position.

- Other duties may be assigned.

QUALIFICATIONS:

Real estate or Property Management experience required. Knowledge of housing availability in Santa Clara county required. Relationships with landlords/apartments/etc highly desired. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with homeless youth and families. Excellent communication skills - must be personable and informative when presenting BWC programs and services. Valid California driver's license with access to a personal vehicle, Fingerprint/background check and TB test required.

SALARY RANGE:

\$25.00 - \$30.00 per hour. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 14 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER
ATTN: Resumes
FAX: (408) 244-4022
Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.