



Support and  
Shelter for  
Overcoming  
Homelessness

<b>Job title</b>	Housing Not Jail (HNJ) Housing Specialist		
<b>Reports to</b>	Housing Not Jail Supervisor		
<b>Salary Range</b>	\$16.10	<b>Assignment</b>	Regular/Benefited
<b>EEO Class</b>	Professionals	<b>FLSA Status</b>	Exempt
<b>Shift</b>	40 hours, Monday- Friday		

### Job Summary

The Road Home is a dedicated member of the homeless and housing provider network in the State of Utah and a leader in innovation and implementing best practices in our community and across the nation. We are seeking compassionate, empathetic and highly motivated individuals who are interested in making a difference in the lives of others.

Housing Not Jail (HNJ) is a program developed by The Road Home in a Pay for Success model awarded by Salt Lake County Government. The objective of HNJ is to identify individuals who are persistently homeless, helping them obtain housing in the community and working with them to optimize housing stability by offering services including case management, behavioral health, and employment. We are currently recruiting for a Housing Specialist who will engage clients and establish trusting, collaborative relationships directed toward the goal of self sufficiency and success in housing and in the community. The Housing Specialist will provide housing location services to each client, tailoring placement toward specific needs and barriers.

### Duties and Responsibilities

- Meet with clients regularly to complete housing orientation and housing location services. Meetings will continue ongoing until client is housed.
- Work directly with clients on driven goals and housing stability focused activities.
- Partner with landlords in the community to cultivate relationships and participation in the program with the initiative to house clients in need.
- Assist and coordinate move plans with HNJ staff. Shop with clients for furniture and food commodities, and assist in moving items into their residence.
- Advocate for clients in housing and engage frequently with landlords regarding property management, rent, and lease agreement concerns.
- Collaborate with program supervisor in ensuring program fidelity, documentation accuracy.

- Keep records and statistical data as required and participate in research and/or special projects as needed. Monitor and evaluate progress of clients.
- Attend weekly staff/staffing meetings and other meetings as assigned.
- Other duties as assigned.

### Education and Experience

- Bachelor's degree in a relevant field is required.
- A history of working in homeless services or with disenfranchised populations is preferred.

### Skills and Requirements

- Must be dependable and reliable.
- Ability to work individually in a self-directed manner and as part of a team.
- Excellent organizational skills with an attention to accuracy and detail.
- Basic knowledge of Trauma Informed Care.
- Strong computer skills.
- Exceptional boundary setting skills and the ability to set and observe appropriate boundaries with clients.
- Ability to multitask and remain calm and professional in highly stressful situations.
- Strong interpersonal skills.
- Ability to work with diverse clients. Being culturally responsive and approaching clients who are from different racial, socio-economic, and ethnic communities with respect and openness.
  - Ability to work within a collaborative and dynamic team.
- Ability and willingness to accept direction from HNJ Program Supervisor.\

### Instructions to Apply

To apply, please email your resume and cover letter to [resumes@theroadhome.org](mailto:resumes@theroadhome.org). Please include the job title ***Housing Not Jail Specialist*** in the subject line.

\*A pre-employment screening is required and includes job application, criminal back ground check and drug test.\*

***The Road Home is an Equal Opportunity Employer***