



Support and  
Shelter for  
Overcoming  
Homelessness

<b>Job title</b>	Housing Assessor		
<b>Reports to</b>	Housing Administration Supervisor	<b>Position Status</b>	Full Time
<b>Salary Range</b>	\$14.50-\$15.50/hour	<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 Housing Assessor works to assess families and individuals experiencing homelessness or maintaining housing for grant eligibility. Their daily tasks consists of completing assessments, updating internal tracking and databases, communicating with internal and external referring staff concerning needed documents, coordinating services with other departments and community partners, reaching out to clients to update on progress and being knowledgeable concerning the maintenance of all files and eligibility. This requires the ability to de-escalate, empower and advocate for our population, as well as partner with other team members to ensure the quality of all paperwork in regards to grant requirements. This position requires flexibility in both personality and schedule which will entail working some late shifts in order to engage a highly vulnerable population. This passionate self starter will work for an agency that is both the state's largest nonprofit housing provider and the state's largest homeless shelter where assistance is given to individuals and families experiencing homelessness.

## Duties and Responsibilities

1. Complete assessments for eligibility.
2. Maintain and update internal tracking databases.
3. Maintain files and complete paperwork in line with grant requirements.
4. Agency outreach to clients.
5. Collaborate with program supervisor in ensuring program fidelity, documentation accuracy and intra-agency collaborations.
6. Attend collaboration meetings.
7. Other duties as assigned.

## Education and Experience

1. Bachelor's degree from an accredited college or university or equivalent required.
2. Experience working with diverse populations preferred.

## Skills and Requirements

1. Strong interpersonal skills and ability to work with diverse populations.
2. Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
3. Understanding of the Housing First philosophy, and willingness to have conversations with clients about housing.
4. Excellent writing and documentation skills.
5. Excellent organizational skills.
6. Willing to be a proactive member of a team.
7. Strong belief in the housing first model.
8. Ability to work with community partners.
9. Self-starter and self-directed.
10. Ability to become proficient with multiple databases and Excel.
11. Must be able to pass a pre-employment background test and drug screen.

## Physical and Equipment Requirements

None

## Instructions to Apply

To apply, please email [resumes@theroadhome.org](mailto:resumes@theroadhome.org). Please include the job title ***Housing Assessor*** in the subject line.

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