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| Job title | Housing Specialist | | |
| Reports to | Housing Administration Supervisor | Position Status | Full Time |
| Salary Range | \$14.50/hour starting | Assignment | Regular/Benefited |
| EEO Class | Professionals | FLSA Status | Exempt |
| Shift | 40 hours, Monday – Friday | | |

Job Summary

The Housing Specialist will work to ensure that any person living in homelessness in Salt Lake County is engaged and has access to housing resources. This position will ensure that men, women and families that are living at The Road Home, on the streets or in a partnering shelter are supported as they overcome homelessness. 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. Identify and target people who are in the shelter and in the community and engage them in order to get them into housing.
2. Perform paper and digital intakes in ClientTrack and create files with required documentation for all new clients.
3. Document interactions in a timely manner after meeting with a client.
4. Collaborate with program supervisor in ensuring program fidelity, documentation accuracy, and intra-agency collaborations.
5. Provide assistance in housing search, building relationships with landlords, and advocating for clients who are housed.
6. Attend weekly community collaborations 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. Excellent writing and documentation skills.

3. Willing to be a proactive member of a team.
4. Excellent customer service skills being able to communicate effectively and handle difficult situations.
5. Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
6. Strong belief in the housing first model.
7. Ability to work with community partners.
8. Self-starter and self-directed.
9. Must pass a pre-employment background check and drug screen.
10. Must have a valid driver's license and be insurable to drive an agency vehicle.

Physical and Equipment Requirements

Should have the ability to lift 25 pounds.

Must be able to drive an agency vehicle.

Instructions to Apply

To apply, please email resumes@theroadhome.org. Please include the job title ***Housing Specialist*** in the subject line.

The Road Home is an Equal Opportunity Employer