



Support and
Shelter for
Overcoming
Homelessness

Job title	Housing Specialist		
Reports to	Housing Administration Supervisor	Position Status	Full Time
Salary Range	\$16.10/hour starting	Assignment	Regular/Benefited
EEO Class	Professionals	FLSA Status	Exempt
Shift	40 hours, Monday – Friday		

Job Summary

The Housing Specialist will engage people experiencing homelessness in Salt Lake County to provide access to housing resources. This position will support men, women and families in the community and Homeless Resource Centers as they overcome homelessness while working in collaboration with The Road Home’s Housing Navigation Team. This position requires flexibility in both personality and schedule that may include 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 and services for 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.

Ability to stand and walk for an hour or more at a time.

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