



<b>Reports to</b>	Housing Administrative Supervisor	<b>Position Status</b>	Full Time, 40 hrs.
<b>Salary Range</b>	\$16.10/hour starting	<b>Location</b>	MFRC
<b>EEO Class</b>	Professionals	<b>FLSA Status</b>	Exempt
<b>Shift</b>	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.

## Job Duties

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 client eligibility paperwork and create files with required documentation for eligible clients.
3. Stay up-to-date with grant requirements and changes to ensure funds are being utilized appropriately.
4. Document interactions in a timely manner after meeting with a client.
5. Collaborate with program supervisor in ensuring program fidelity, documentation accuracy, and intra-agency collaborations.
6. Provide assistance in housing search, building relationships with landlords, and advocating for clients who are housed.
7. Attend weekly community collaboration meetings.
8. Other duties as assigned.
9. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

## Education and Experience

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

## Required Skills and Abilities

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. Self-starter and self-directed.
6. Ability to work with community partners.
7. Must have a valid driver's license and be insurable to drive an agency vehicle.
8. Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma-Informed Care perspective.
9. Strong belief in the Housing First model.
10. Demonstrates awareness of and sensitivity to diverse populations. Ability to contribute to the Agency's commitment to enhancing awareness and appreciation of diverse ethnic and cultural heritages.
11. Must pass a pre-employment background check and drug screen.

## Physical and Equipment Requirements

- Ability to lift 25 pounds.
- Ability to sit, stand and walk for an hour or more at a time.
- Must be licensed and able to drive an agency vehicle.

## Instructions to Apply

To apply, please email your resume to [resumes@theroadhome.org](mailto:resumes@theroadhome.org) and include the job title, ***Housing Specialist***, in the subject line.

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