



Mission: *To offer resources for building health relationships and to work with community partners to provide services for healing the effects of interpersonal violence.*

Vision: *A community unified in peace and justice for the safety and well-being of every individual.*

TITLE: Housing Specialist

GENERAL DESCRIPTION: Join a passionate, dynamic team dedicated to eliminating all forms of power-based personal violence, promoting peace, justice, freedom, and dignity for all. The ideal candidate is a warm, self-starter deeply committed to providing services from a strengths-based, social justice and anti-oppression framework.

BEGINNING SALARY: \$20.50/hour
(\$19.50 prior to completion of Crisis Intervention Certification)

SUPERVISOR: Shelter Manager

STATUS: Non-Exempt, full time

BENEFITS: Holiday, vacation, and sick days, 401k/employer match contribution, medical insurance

QUALIFICATIONS:

- Two years social services or property management experience or equivalent education preferred.
- Ideal candidate has knowledge of housing related resources, housing rights issues and experience working with individuals/families experiencing homelessness, and providing services to victims; two years preferred.
- Must have Crisis Intervention Training certification with emphasis on power-based personal violence, or be able to successfully complete state required training ([training provided by CBV](#)).
- Have a reliable means of transportation, valid driver's license and insurance. Must be willing to provide transportation to clients in personal vehicle.
- Must pass Live Scan.
- Must have a reliable means of mobile communication and cell service/landline at your home.
- Bilingual candidates encouraged to apply. (\$1.50/hr differential)
- Ability to respond to a crisis line call out within 30 minutes.
- Must be able to meet physical requirements of job description with reasonable accommodation.

SKILLS AND KNOWLEDGE:

- Must abide by the Employee Manual and Community Beyond Violence (CBV) Policies and Procedures and adhere to CBV competency, ethical standards, values and mission.
- Open and willing to work through change in the workplace.
- Must embrace principles of trauma informed care and commit to on-going personal growth.
- Adhere to the philosophy that Clients are an expert in their own healing and all participation in services are voluntary
- Participate in on-going training in power-based personal violence and related fields required.
- Handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.

- Communicate with the public and community agencies.
- Work both independently, as well as collaboratively with team members.
- Communicate sensitively and without judgment and to abide by agency confidentiality policy.
- Use good judgment to take responsibility for decisions made.
- Be flexible with work hours.
- Possess emotional maturity and stability, and role model non-violent behavior in resolving conflicts and exercise appropriate boundaries.
- Accept and work with people from diverse personal and cultural backgrounds.

DUTIES AND RESPONSIBILITIES:

A. Housing

1. Serve as the primary point of contact for property managers, property owners, current and potential landlords
2. Maintain clear written and verbal communication with property managers, property owners, potential landlords, local agencies, and clients as to the expectations of roles and responsibilities of CBV staff and the scope of our services
3. Identify, recruit and retain landlords who rent to applicants with high barriers to housing.
4. Develop and maintain a current list of affordable resources for client referrals.
5. Research housing properties and interview property managers to determine housing opportunities.
6. Serve as a housing resource to creatively provide alternative housing or program options as needed.
7. Establish and maintain community partnerships, resources, and relationships with landlords and real estate agencies.
8. Assist housing case managers with referrals and applications for housing vouchers including landlords willing to utilize government-funded resources.
9. Assist clients in completing landlord and property management housing applications, including helping to secure needed documentation and accompanying participants to housing orientations and interviews.
10. Provide assistance to prospective applicants for housing placement and housing stabilization.
11. Provide budget and money management assistance and case management services. (maybe)
12. Provide services to create an early resolution to landlord and tenant disputes to protect the interests of tenants and property managers.
13. Create and work collaboratively with Neighborhood Associations, Rental Housing Associations, community service agencies, and property managers.
14. Prepare and maintain daily logs, records, activity documentation, and reports in a timely fashion.
15. Provides all documentation necessary to comply with contractual agreements.
16. Provide property visits as needed.
17. Conducts crisis intervention as needed.
18. Assist Housing Case Managers with coordination of residential support services to ensure clients have tools to sustain permanent housing
19. Adheres to strict boundaries, confidentiality and professional ethics
20. Maintain an in-depth knowledge of Housing Choice Voucher, Project Based Voucher and Special Population program rules and procedures.
21. Participate in weekly housing team meetings, community meetings as requested
22. Coordinate and deliver donations of household goods/furniture, etc. for housing clients
23. Assist with shelter coverage as needed

B. Crises Intervention

1. Provide phone and in-person counseling and safety planning services to victim/survivors of interpersonal violence.

2. Provide support services to clients, including assisting with temporary restraining orders, advocacy, and accompaniment to court, social services, law enforcement, SART exams, resource and referrals, transportation in personal vehicle, and “warm hand offs”.
3. Provide coverage for CBV’s 24-hour Crisis Line including 24-hour response to emergency calls from law enforcement, hospital or emergency shelter.
4. Provide encouragement and support to clients to identify their values, needs, goals, and action steps

D. Other Responsibilities

1. Attend weekly Staff/Advocate meetings.
2. Assist all Staff with answering telephone/greeting walk-ins Other duties as assigned.

*Community Beyond Violence is an Equal Opportunity Employer.
Positions are grant funded and subject to possible funding loss.
Elements of this job description are periodically evaluated and subject to adjustment by CBV.*