

EQUIVALENT EDUCATION AND EXPERIENCE:

Preference given to veterans. Bachelor degree and at least 3 years of working with veterans' population, homeless service agencies, housing agencies, and veteran service agencies. This person must have a working knowledge of property management, fair housing law, real estate transactions, eviction notices, credit statements, and legal responsibilities of renters. This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide mediation for clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to military veterans, homelessness, minorities, and persons with disabilities. Specific knowledge and experience with military culture and housing first approach is preferable. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. This position requires CPR and First Aid training within (90) days of employment date and recertification as necessary and T.B. testing annually. A valid California license and clean driving record required. Must have the flexibility and the willingness to function as a team member as well as work independently. Above average computer skills required.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Excellent oral and written communication skills
Ability to assist and motivate people
Organizational skills
Analytical and decision making ability
Strong computer skills

PHYSICAL REQUIREMENTS:

Lift and move up to 50 pounds
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the Program Director. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with SSVF, colleges, EDD, DOL, business entities, and all levels of staff. The Housing Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion, and resourcefulness are required at all times.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Housing Specialist job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____