

Shelter of Flint, Inc.

Job Description

Position: Supportive Housing Specialist- SH
Hours: Monday-Friday 8am-4pm
With flexible hours as needed to complete work.

Reports to: Supportive Housing Manager – SH

Responsibilities

Team Commitment:

- Work mindfully and purposefully as a member of the Supportive Housing (SH) team to create an environment of respect, inclusion, learning and productivity.
- Abide by and uphold all policies and procedures, professional codes of conduct, and required guidelines for conduct when working with vulnerable populations.
- Participate in individual and group scheduled supervision as way to increase competencies, work toward professional goals and contribute to the learning environment.
- Participate in SH team meetings to communicate relevant information on clients, residents and facility issues.
- Attend periodic staff training and all-agency staff meetings.
- Participate as indicated in all site visits and audits.

Client Specific:

- Conduct support service assessments of each assigned client, identify needs and goals, and help them formulate appropriate goal plans.
- Assist client with locating safe and affordable housing that falls within MSHDA guidelines and then coordinate with Property Manager to house client.
- Through in-house meetings and community home visits, meet with clients on an appropriate schedule to discuss progress towards recognized goals, identify potential barriers and relevant solutions, and advocate/provide referrals as appropriate.
- Support clients in growing their independence through appropriate goal setting and motivational intervention while assessing the need for continued program participation.
- Maintain on time and accurate case noting documentation and data entry in the Homeless Management Information System (HMIS).
- Act as a liaison between the client and Property Management to maintain stable housing for client while also maintaining a positive working relationship with Property Management.
- Complete MSHDA Housing Quality Standards training course to become authorized HQS inspector.
- Coordinate inspections of potential housing properties and provide relevant recommendations.
- Review client requests for rent/deposit and utility funds, complete appropriate paperwork and assist in fund distribution.
- File appropriate rental and support service paperwork and submit it to the manager and/or finance department as indicated by procedure.
- Present and interact with all clients and contacts in a professional manner.
- If/when needed, perform community-based presentations regarding the PSH program, its clients and successes.
- Assist with the collection and distribution of donated household items, bus passes and other necessities.

- Other duties as assigned.

Applicant Requirements:

- Minimum Bachelors' degree or equivalent
- Minimum two years' human service experience.
- Experience working with various public housing programs.
- Experience with HMIS is desired (Homeless Management Information System)
- Excellent verbal/non-verbal/written communication skills.
- Empathetic listening skills.
- Accuracy in reporting and data entry.
- Work well both independently and as part of a group.
- Reasonable flexibility with scheduling (some evenings/weekends).
- Experience with property management is desired.
- Reliable transportation