

## Position Description

Job Title: Housing Specialist

Reports to: Shelter Director

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The Housing Specialist is a field position whose primary responsibility is to assist shelter residents in securing permanent housing in a timely manner. Other responsibilities include:

- Identify available affordable housing units in the community
- Perform inspections of units to ensure pass habitability requirements
- Perform lead inspections for all households with members under the age of 6, or pregnant
- Ensure units are with fair market rent and does not exceed rent reasonableness
- Reviews lease to ensure all necessary components are noted and that the lease is for a minimum of 1 year
- Connect shelter residents with available housing and arrange for viewing of units
- Assist shelter residents with transportation to and from housing viewing appointments
- Advocate on behalf of residents in rent negotiations with landlords
- Help residents secure moving assistance and other benefits that will assist their move
- Permanently house Hope House residents within 30 days of their entrance into the shelter
- Document all links to services and treatments in department database
- Enter all case notes and other assessments into BAS-NET
- Keep quality of BAS-NET data at 97% (HUD requires 95%)
- Participate on the WNY Coalition for the Homeless
- After six months of employment, take a leadership role on a sub-committee of the WNY Coalition for the Homeless
- Participate in weekly case conferences with department
- Prepare any and all reports that are required in a timely fashion
- Take an active role in Hope House activities and provide support services to clients entering the Hope House
- Participate on any fundraising for Matt Urban and the Hope Center
- Other duties as required

Sends all resumes to Attention: Christal Guthrie : [cguthrie@urbanctr.org](mailto:cguthrie@urbanctr.org)

