

## **OPEN POSITION: HOUSING SPECIALIST**

HOME, Inc. is a non-profit housing agency established in 1987, and is comprised of 3 major divisions: Property Management, Housing Development and Housing Counseling Programs (HCP). HOME is currently looking for an experienced Housing Specialist in its HCP division to perform the following:

- for all program participants, discuss and offer options in seeking housing in low-poverty areas of New Haven and surrounding communities through group and individual counseling sessions;
- ensure that all relocation clients are made aware of, kept apprised of, and receive any and all benefits and assistance as provided for under the Uniform Relocation Act;
- ensure that appropriate clients are made aware of various disability laws and entitlements;
- perform all Intake Assessments;
- design, implement and update all client Housing Action Plans;
- create and keep updated client charts;
- act as a liaison between landlords, Section 8, housing authorities and program participants;
- contact and negotiate with landlords as requested and/or required;
- connect program participants with any needed support services;
- assist program participants in their attempts to repair damaged credit histories;
- assist program participants in completing rental applications and other necessary housing documents;
- as needed, using personal vehicle, conduct tours of interest with client, as well as accompanying them to viewing of potential apartments, inspections, lease-ups, etc.;
- assist in any other way that will ensure that program participants secure safe, affordable housing;
- as required, assist the Director at all briefings and tenant educations workshops;
- compile demographic and other information needed for various reporting purposes; and
- perform other job duties as required for the smooth and efficient operation of the Housing Counseling Programs department of HOME INC.

### **Qualifications**

- Minimum three years' experience in the low-income housing and/or community services field.
- Bachelor's Degree in Human Services, Social Work, Psychology or a related field is required.
- Must hold a current valid CT driver's license and must have the daily use of a properly registered and insured vehicle.
- Knowledge of and experience working with Section 8, RAP, and T-RAP subsidies, as well as relocation and fair housing laws.
- Excellent verbal and written communication skills; record keeping and organizational skills.
- Computer literate, preferably in a Microsoft Windows/Word environment.
- Ability to follow through on assigned tasks and duties with minimal supervision.
- Demonstrated ability to collaborate and communicate with a diverse population.
- Bilingual (Spanish-English) would be helpful.

***Please mail or fax resume and cover letter highlighting qualifications information to:***

Director of Housing Counseling Programs  
Housing Operations Management Enterprises (HOME), Inc.  
171 Orange Street – 3<sup>rd</sup> Floor  
New Haven, CT 06510  
Fax: 203-865-6475

**TELEPHONE INQUIRIES WILL NOT BE TAKEN.**

