



**Housing Resources, Inc. (HRI)** (Kalamazoo, MI) has 2 (two) openings for full-time  
**HOUSING SPECIALISTS – LOCAL HOUSING ASSISTANCE FUND MILLAGE PROGRAM**

**Position Type:** Full Time/Exempt

**Number of Positions:** 2

**Applications Due:** 7/20/2016

**Position Start Date:** Immediately

**Salary:** \$15.00 - \$17.00 hr.

**Hours:**

Monday, Wednesday, and Friday: 8:30am to 5:00pm

Tuesday and Thursday: 10:00 am to 6:00pm

\*Early morning, evening and weekend hours may be required as the program needs dictate.

**To apply** send *cover letter & resume* to [hr@housingresourcesinc.org](mailto:hr@housingresourcesinc.org) with “Housing Specialist” in the Subject Line.

The mission of Housing Resources, Inc. (HRI) is to assure housing for socially or economically vulnerable persons of Kalamazoo County. HRI is a recipient of federal, state, and local funds and is the lead housing organization serving our community through the Continuum of Care (CoC) and other community collaborations and systems.

HRI has been contracted to provide the Local Housing Assistance Fund (LHAF) Millage Program of the Kalamazoo County Public Housing Commission. The goal of the program is to increase housing stability among families with school aged children experiencing homelessness in Kalamazoo County by providing temporary housing assistance and support services.

**SUMMARY:**

The Housing Specialist - LHAF is responsible for providing case management services to eligible families for assistance through the LHAF program. This includes the assessment and recruitment of families through community outreach, information and referral, landlord/tenant mediation, goal planning, and coordination of activities/support with program partners and community resources. All housing activities will focus on locating and placing families experiencing homelessness in permanent housing that matches their needs and diverting families from unplanned moves and loss of housing.

**PRINCIPAL ACCOUNTABILITIES:**

1. Maintain a caseload of approximately 50 families and provide comprehensive case management services to all clients including: intake assessment, benefit assessment, goal setting, short and long-term plan development, progress monitoring, linkages to resources

including individual money management, tenant education, advocacy and making referrals as necessary.

2. Develop and foster relationships with each participant family.
3. Conduct outreach and provide services in Kalamazoo County schools, community centers, neighborhoods and other locations as identified access points. Educate partners and others about program services and make the program available to families through community outreach. Build relationships to promote collaborative efforts with other agencies.
4. Schedule and conduct face-to-face meetings with participant families in their home or the location of their choice whenever possible at a minimum of twice monthly.
5. Connect families with needed and available community resources. Follow-up with clients and agencies as appropriate to document use/success of referrals.
6. Collaborate with participant families and partners to determine any non-housing related gaps or needs and provide linkages to necessary resources, and assess and track progress.

**MINIMUM QUALIFICATIONS:**

- Bachelor Degree required
- Three (3) years of team oriented and direct supervisory experience preferably including professional experience with affordable housing or homelessness initiatives. Work experience within the human services field required, residential program experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the community need, and solutions of permanent housing, and other approaches with a demonstrated knowledge of community resources.
- Knowledge of federal, state and local homeless programs.
- Ability to assist in the implementation of innovative best practice approaches to homelessness using data driven solutions.
- Ability to work with and through other people as part of a team while also performing responsibilities independently.
- Basic computer skills are required.
- Maintain an energetic approach and have a strong work ethic.
- Ability to work effectively with diverse populations.
- Ability to maintain a compassionate and professional manner.
- Professional work and punctuality habits are necessary to accomplish organizational goals.
- Maintain a valid driver's license.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.