



Position: Housing Stability Specialist

Reports to: Director of Housing Stability Program

Compensation Status: Full-Time Salary

Date Posted: April 1, 2022

Date Needed: May 3, 2022

POSITION PURPOSE:

Utilize person-centered, trauma-informed case management techniques to promote and provide housing stability for individuals experiencing homelessness through the Together Horizons Housing Stability Program. Work to identify participants' barriers and available resources surrounding housing stability and collaborate with participants to develop and enact individualized housing stability plans to work toward self-sufficiency. Assist participants through the intake, housing search, move-in, and initial stabilization phases of "Housing First" rapid rehousing programming. Maintain a caseload of participants providing regular review of their individualized housing stability plan, connect participants with resources and problem solve any issues that should arise. Develop and maintain positive, collaborative working relationships with Together team members and collaborate with the MACCH Street Outreach Team, MACCH Homeless Review Team, local emergency shelter staff, landlords and numerous other community partners to ensure timely service connections and positive outcomes for program participants. Thoroughly and accurately document efforts in HMIS (Clarity) and/or other means as needed to meet Together and/or funder requirements and assist Horizons leadership in measuring the effectiveness of various program approaches. Maintain flexibility in order to adapt to evolving program practices and priorities, assisting where needed to support the Horizons program and its participants.

ESSENTIAL JOB FUNCTIONS:

- Upon receipt of potential participant names, review referred participants' HMIS client records, updating and verifying information to ensure data accuracy and eligibility for Together's Horizons Program.
- Locate and engage individuals and families referred for Together's Horizons Program. Work from referred participants' contact information, last known whereabouts, reported sightings, and other sources as needed to locate potential participants including emergency shelters, encampments, etc.
- Utilize the Coordinated Entry Assessment and the Housing Search Questionnaire to measure newly placed program participants' circumstances including, but not limited to, housing, income, employment, health, behavioral health, food security, access to transportation, and life skills.
- In collaboration with the participant, determine whether an individual's financial path to housing stability is likeliest to be through pursuit of SSDI/public housing voucher/other social safety net benefits; employment; financial planning and resource management education; or a combination thereof.
- Participate in landlord engagement, housing search, leasing activities and move-in logistics for newly enrolled program participants.

- Maintain and provide case management to a caseload of participants enrolled in the Horizons Program and assist participants in moving toward a path of self-sufficiency.
- Maintain frequent contact with program participants, including at minimum monthly contact including but not limited to home visits, periodic phone calls, emails or office visits as meets participants' needs and their individualized housing stability plan.
- Document all participant contacts and case management activities, status updates, assessments, and any additional required or requested documentation in HMIS (Clarity) and/or other data capture mechanisms as assigned.
- Maintain program participant records in a professional, confidential, and orderly manner.
- Transport program participants in agency vehicles when necessary to support individualized housing stability plan.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to “Housing First” and trauma-informed practices
- Outstanding interpersonal, communication, planning, and organizational skills, with a positive, proactive orientation to problem-solving and commitment to open dialogue
- Ability to work independently, effectively organizing time in a fast-paced environment and adapting to shifts in priorities when needed, while also maintaining collaborative orientation
- Desire to learn and grow, with ability to embrace feedback and integrate new knowledge into approach
- Commitment to social justice and cultural proficiency in working with people from all backgrounds and family compositions
- Engagement during assigned core hours, while maintaining flexibility to meet the scheduling needs of assigned program participants
- Professional appearance and manner
- Proficiency in Microsoft Office applications and general office equipment
- Experience with HMIS (Clarity or Service Point) preferred
- Knowledge of community resources and service systems responsive to the needs of people experiencing homelessness
- Valid driver's license and history of safe driving

EDUCATION AND EXPERIENCE

- Minimum of A.S. degree in Human Services or related field and/or one to three years' experience working in human services/social justice; prefer experience working directly with people experiencing or at risk for homelessness.

To apply, please submit your cover letter and resume to:

Sue Carson Moore, MPA

Director of Housing Stability Program

Together

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