Position: Housing Specialist  
Reports to: Director of Permanent Supported Housing  
Full-Time/ Benefits

JOB TASKS:

- Build and maintain relationships with landlords and maintain a relevant and up-to-date database of housing options
- Provide tenant rights counselling to participants
- Helps move tenants into apartments (furniture, household supplies, etc.)
- Complete all reports for HUD and DHS regarding housing
- Maintain all inspection reports
- Maintain inspection dates for all fire alarms
- Work with SHA for inspections on units
- Coach participants through application process with landlords and assist with subsidized and affordable housing application and certification process as needed
- Act as point person for community and housing partners to facilitate effective exchange of information and collaboration
- Work collaboratively as a member of the housing team to transition people experiencing homelessness who are currently in emergency housing (hotels; shelters) into permanent housing options.
- Report concerns with housing participants to caseworkers to assistance
- Mediate between landlords and participants to resolved issues impacting tenancy
- Assist tenants with housing search and location and executing leases with landlords/agencies.
- Maintain participant files in HMIS, prepare reports and ensure other required documentation is completed in a timely manner
- Attend agency and housing related meetings; conferences; and trainings
- Report all maintenance, gas card, and damages to Administrative Director
- Perform other duties as assigned

The following qualifications are requirements for the position:

- HS Diploma or GED.
- One or more years of Homeless Services experience (preferred)
- Understanding of principles of harm reduction and trauma-informed care, and the impact of severe mental illness on individuals and their families
- Valid Illinois Driver’s License
- Able to work independently and with diverse populations
- Excellent speaking, writing, and interpersonal skills
- Must be able to move and lift at least 50 pounds