



*Offering safety, providing stability and  
equipping for self-sufficiency*

## **HOUSING STABILITY SPECIALIST**

### **KEY INFORMATION**

**Reports To:** Program Manager, Housing Stability

**Supervises:** None

**Key Relationships:** Program Managers, Employment Specialist, Financial Specialist, Child and Youth Case Managers, Program Office and Database Coordinator

**Effective Date:** January 2019

**Hours:** Full-time, 40 hours per week (Monday-Friday), with some evening and weekend hours

**Job Classification:** Hourly, Non-Exempt

**Compensation:** \$17 – \$22 per hour, DOE; 401(k) plan; medical, dental & vision benefits;  
PTO: vacation, personal time and sick time

### **SUMMARY**

This position works with the Stable Families Program and engages vulnerable families facing homelessness by creating meaningful relationships, seeking to understand each unique family and engaging them in thinking about their own options and solutions. Working directly with parents experiencing a housing crisis to assist them in stabilizing their housing, this position provides emergency housing, rapid rehousing and eviction prevention services. Financial assistance and referral to resources may be provided to household as the family builds their support network and resiliency critical to housing stability. This position works closely with a community caring network of landlords, volunteers and benevolence to ensure the family housing stability plan is achievable. This position is key to the success of families becoming stable and breaking the cycle of generational homelessness.

### **RESPONSIBILITIES**

- Utilize an approach that is client-centered, strength-based and trauma-informed.
- Create a meaningful supportive working relationship and offer individualized support to your clients.
- Engage clients in assessments, planning, monitoring, evaluation of client housing stability and housing needs/services.
- Creatively engage families in finding housing.
- Provide mediation between the client and the providers, family members, or the agency relative to the needs and desires identified by the client.
- Assist clients and families in maximizing their abilities for self-determination by enabling them and empowering them in decision-making to the greatest extent possible.
- Engage clients in housing stability skill training with a collaborative team focus on housing assessment and affordable options.
- Engage with landlords and clients in eviction resolution, move-in plans, rent planning and tenant training.
- Initiate the transfer of an individual to other services or terminate services when the client/Program team determines they are no longer required or desired.
- Work with a collaborative team focusing on client housing stability.

- Consult Program Manager on client-related issues.
- Maintain accurate client files and enter client information into Client workbook, including case notes, goals, progress reports, rent and landlord plan and individual plan. Complete weekly, monthly and quarterly client reports and outcome narrative reports on program performance as needed.

### **QUALIFICATIONS**

- Have a personal relationship with Jesus Christ, be active in a Christian church and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Self-reflection; cultural competence; self-awareness.
- Ability to provide client-centered, trauma-informed and strength-based case management.
- Knowledge of relevant community resources.
- Ability to maintain privacy and value the individual.
- Maintain professional ethics; team player; relentless and versatile learner; actively seeks self-development.
- Strong writing skills and computer aptitude.
- Bilingual ability is a plus.

### **EXPERIENCE AND EDUCATION**

- Bachelor's degree from an accredited college or university and/or equivalent experience of 5+ years in case management.
- Experience providing culturally-appropriate services to people from diverse racial, cultural and ethnic backgrounds.

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

**Send all Inquiries, Resumes and Cover Letters to: [Info@VineMaplePlace.org](mailto:Info@VineMaplePlace.org)**

*Only qualified candidates will be contacted.*