



Job Title: Housing Specialist I

Job Group: VI

Location: 1050 Niagara St., Buffalo, NY 14213

Reports to: Program Director

SUMMARY:

The Housing Specialist assists homeless mentally ill individuals, including mentally ill chemical abusers to obtain safe, appropriate housing and to maintain residential stability. Services provided may include identifying appropriate housing options, coordinating services with housing agencies, determining client eligibility for government financed housing programs, facilitate resolution of landlord/tenant conflict, and assisting client to develop daily living skills. The Housing Specialist will also work as an integral member of the Homeless Services Housing Team providing case management to clients as assigned. Performs other duties as requested by supervisor.

RESPONSIBILITIES:

- Maintains file of available housing resources.
- Screens client for eligibility for housing programs including Shelter Plus Care. Assists client with application process.
- Meets with clients and landlords to resolve problems.
- Links clients for needed support services. Provides transportation as indicated by level of client functioning.
- Participates in team meetings, case finding and outreach activities.
- Monitors client stability, participation in treatment and medication compliance.
- Maintains required records and reports.
- May be required to work flexible hours including evenings. May work with individuals harmful to themselves or others.

Knowledge, Skills & Abilities:

Must have knowledge of common mental disabilities and substance abuse disorders as well as the ability to work effectively with the target population. Must be aware of community housing resources. Must possess a satisfactory skill level with oral and written communication, basic mathematical calculations, and problem solving techniques. Must be able to work productively as a member of an interdisciplinary team. Must be flexible and possess initiative and the ability to work independently in developing client resources.

QUALIFICATIONS:

Bachelor's degree in related field OR associates degree in human service plus one (1) year full time paid service experience in an approved mental health or social service agency OR two (2) years of college (60 semester hours) including 15 hours of mental health related courses plus one (1) year full time paid service experience in an approved mental health or social service agency and possession of a driver's license and a car.

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