



Erie United Methodist Alliance, Inc. (EUMA) JOB DESCRIPTION

POSITION TITLE | Housing Specialist

REPORTS TO | Chief Program Officer or Interim

SALARY/BENEFITS | \$15.15 - \$17.00/hr with benefits including 100% EUMA paid health insurance (or additional cash if waived), dental, vision, employee assistance program, life and disability insurance.

JOB TYPE | Full time, non-exempt, and grant-funded

EUMA's My Way Home program is a housing first, scattered site rapid re-housing program that promotes consumer choice in housing within the private rental market. The housing specialist assists clients with their housing search and placement along with leveraging supportive services that assists the participant household to maintain permanent housing. EUMA housing specialists help homeless people find permanent housing, temporarily pay for their housing and work with the client to get them the supportive services needed to keep them permanently housed.

RESPONSIBILITIES

- Conducts intake interviews with referred clients;
- Orients all eligible participants to EUMA's My Way Home rapid re-housing program and provides housing search and supportive services to promote participant's self-sufficiency;
- Supports integration into the community and permanency in housing;
- Performs administrative tasks involved in the review and maintenance of a caseload of program participants;
- Assesses housing barriers of individuals and families experiencing a housing crisis to determine housing and service needs;
- Develops a housing procurement, financial and self-sufficiency case management plan with clients;
- Provides mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and or maintain housing;

- Provides pro-active follow-up home visits to ensure stability and further progress towards self-sufficiency;
- Applies knowledge of residential lease contracts to educate clients of their rights and responsibilities; and
- Coordinates with other case management, family and other supportive services entities for the benefit of the client's housing stability goals.

QUALIFICATIONS

- High school diploma or GED required and a minimum of three years in the social services required;
- Bachelor's degree in social work or social services is preferred;
- Possess strong organizational skills with ability to meet a demanding workload;
- Detail oriented to complete requirements of paperwork, filing, application processing and contract compliance;
- Competent in record keeping, case management, the production of case notes, basic mathematical and computer skills;
- Creative thinker and adaptive personality;
- Demonstrated knowledge of community resources, social service organizations, and rental housing market;
- Valid driver's license and a motor vehicle;
- Knowledge of and sensitivity to cultural, socioeconomic
- Ability to work independently and as part of a team and with multiple systems and professionals;
- Effective oral and written communication skills to include demonstrable ability to use motivational interviewing skills and take clear and professional case notes;
- Housing first advocate, trauma informed, critical time intervention, and motivational interviewing experience desired; and
- Must get Act 33 and 34 and FBI background checks and pass a drug test that is paid by EUMA.

WORKING CONDITIONS | The position is primarily based in an office environment but will require frequent travel to and from various private homes, social service organizations including emergency shelters mainly in The City of Erie but throughout Erie County, PA as well.

EUMA is committed to diversity and a workplace environment that respects, appreciates, elevates and values employees from all backgrounds. Those who have experienced a housing crisis, candidates of color, those in recovery and Veterans are strongly encouraged to apply.

TO APPLY | Send a compelling letter of interest, resume' and three professional references, in confidence, to: HR@EUMA-Erie.org or Human Resources, EUMA, 728 West 9th Street, Erie, PA 16502.