

# HOUSING SPECIALIST POSITION DESCRIPTION

**Organization:** Interfaith Hospitality Network of Greater Cincinnati  
**Position:** Housing Specialist (Full-Time)

## Required Qualifications:

- 4-year degree and/or experience working in social services.
- Good working knowledge of the greater Cincinnati area.
- Experience working with real estate sales or property management preferred.

## The ideal candidate will embody:

- Excellent written and verbal communication skills.
- Excellent computer skills (required proficiencies in Microsoft Outlook & Word).
- Commitment to serving those in need.
- Excellent problem solving ability.
- High degree of initiative.
- Genuine team player.
- Ability to maintain sense of humor in a high pressure environment.
- Ability to work with a culturally diverse staff and client base.
- Stellar organizational skills.
- Experience working with homeless populations preferred.

## Summary:

The Housing Specialist assists families who are homeless in obtaining housing quickly. This position works closely with case managers, clients, and landlords to achieve efficiency in housing clients long-term. Includes developing an action plan with clients, managing lease options & negotiations, conducting inspections of units, and ensuring rent is reasonable and affordable.

## Accountability:

Accountable to the Director of Shelter and Housing.

## Responsibilities:

- Assist clients in locating appropriate and affordable housing.
- Advise and direct clients in the development and implementation of an action plan for securing housing.
- Maintain good working knowledge of available housing in the community.
- Initiate and maintain communication with case managers in supporting client's success in sustaining housing.
- Serve as a liaison with landlords and utility company to achieve stable housing for clients.
- Provide transportation to clients, as necessary.
- Conduct housing quality inspections of properties and ensure all units pass rent reasonableness as defined by HUD.
- Maintain professional boundaries and model appropriate behavior.
- Enter required information in client database accurately and in a timely fashion.
- Maintain accurate case notes, client data and other records according to agency, funder, and professional standards.
- Assist in tracking guest outcomes and service trends in order to promote on-going evaluation and improvement of services.
- Market housing program to landlords, develop marketing materials for recruitment of landlords, and build positive relationships with them.
- Advocate for clients in unsafe or neglected properties.
- Attend and participate in regular supervision meetings, team meetings, and staff meetings.
- Attend specified external meetings as an IHNGC representative.
- Rotate weekly on-call duties with other staff.
- Assist in monitoring & coverage of Day Center office schedules & client traffic, as needed.
- Other duties as assigned.

**Hours:** 40 hours per week, Monday-Friday, 9-5, some flexibility required.