

Senior Housing Specialist

Title: Senior Housing Specialist – Housing at Last and Palm Court
Regular Full Time: 40 Hours/week Sunday - Thursday (7:00AM to 3:30PM)
Hourly: \$28 – \$30 DOE
Reports To: Program Director
Start Date: ASAP

The Opportunity:

Homeward Bound of Marin is a dynamic and evolving non-profit agency working to end homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise. With a successful 50-year history and strong interdisciplinary partnerships with other private and public partners, Homeward Bound is positioned for impactful growth over the next decade. Our work environment values Justice, Equity, Diversity, and Inclusion, and rewards resourcefulness, flexibility, kindness, compassion, and understanding.

Homeward Bound is seeking a Housing Specialist to provide assistance and resources to individuals housed in a permanent, supported housing programs (Housing at Last and Palm Court) who are integrating into the community after experiencing chronic homelessness. Our mission is “Opening Doors to Safety, Dignity, Hope and Independence”.

If you have a heart and passion for supporting individuals who are focused on personal growth, we want to hear from you!

The Candidate:

We are looking for a mission-driven and hands-on housing and homeless services expert who works well as a team and independently. The Housing Specialist provides resource counseling support at scattered site units throughout Marin County. The Housing Specialist provides a balance of encouragement and support while holding individuals accountable to program agreements and personal goals.

Our ideal candidate will be a self-starter who takes appropriate initiative and can work collaboratively with a diverse group and clients.

Education or Training Equivalent to:

- 🏠 2-3 years' experience working with under-resourced, low-income populations; experience working with individuals experiencing homelessness, desired.
- 🏠 2-3 years' experience working with individuals with mental health and substance abuse issues.
- 🏠 Experience in residential programs and/or housing programs.
- 🏠 Knowledge of life skills and money management
- 🏠 High school diploma required.
- 🏠 Further education, certification, or comparable professional experience in social work, psychology, or a related or relevant field (Preferred)
- 🏠 Experience in residential programs and/or housing programs.
- 🏠 Working knowledge of Social Security income (SSI, SSDI, SDI)

- 🏠 Knowledge of life skills, money management, and basic math skills
- 🏠 Strong knowledge of harm reduction and mental health issues required.
- 🏠 Data system entry experience
- 🏠 Competency with Windows and Microsoft Office Suite software

Special Qualifications & Qualities (skills, abilities, licenses):

- 🏠 Enthusiasm for working with individuals experiencing homelessness.
- 🏠 Ability to empower and motivate people to make positive changes
- 🏠 Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.
- 🏠 Ability to navigate difficult conversations with both residents and landlords in a productive and positive manner.
- 🏠 Experience with Windows and Microsoft Office Suite software.
- 🏠 Self-starter who takes appropriate initiative, has excellent time management and organizational skills, the ability to prioritize and organize, is creative and has a sense of humor.
- 🏠 Dynamic, resourceful, flexible, kind, compassionate, understanding.
- 🏠 High level of awareness and comfort working in a culturally and ethnically diverse work environment

Major Responsibilities:

- 🏠 Provide services and resources which promote housing retention and support individual goals of increasing economic independence and maintaining stable housing.
- 🏠 Meet regularly and consistently with individuals assuring program participation and progress.
- 🏠 Respond to neighborhood and landlord concerns in a timely manner; problem solve with resident.
- 🏠 Work with homeless individuals on a one-to-one basis and in group settings.
- 🏠 Address barriers to housing stability: recovery/addiction/relapse, mental illness, under-employment, and various other obstacles.
- 🏠 Manage conflicts and crisis situations as they arise.
- 🏠 Represent agency to landlords and other community partners while serving residents in housing programs.
- 🏠 Coordinate monthly housing inspections, provide education/support to residents in maintaining housing units.
- 🏠 When necessary, seek and identify new housing units for program participants within the community.
- 🏠 Coordinate program newsletters, announcements, and monthly participant activities.
- 🏠 Provide supportive counseling, guidance, supervision, & referrals to community resources
- 🏠 Help residents manage personal health & hygiene, well-being, interpersonal relationships, mental health, and substance use issues
- 🏠 Interact as part of a team with other Homeward Bound staff and communicate pertinent shift information both verbally and in writing
- 🏠 Maintain daily program participant records and collect information as required by the programs
- 🏠 Attend and participate in staff meetings, supervision, and training.
- 🏠 Provide emergency services as needed, as well as ongoing case management which may include interacting with law enforcement, psychiatric services, and other community agencies and staff.

- 🏠 Report program, resident, and facility needs to appropriate persons.
- 🏠 Document and track required program outcome measures, respond to requests for information in a timely manner and collect and enter data into data management systems such as the HMIS system
- 🏠 Perform other relevant duties as assigned
- 🏠 Perform other duties as assigned.

Relationships

- 🏠 Establishes and maintains open and collaborative relationships with colleagues.
- 🏠 Greets, communicates, and treats all program participants with respect, dignity, and an attitude of service.
- 🏠 Maintains confidentiality related to all program participants.
- 🏠 Communicates clearly and consistently with supervisor.

Written & Verbal Communication Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Demonstrated ability to effectively present information and respond to questions from groups and individuals.

Equal Opportunity:

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

Competitive Benefits:

- 🏠 100 % Employer Paid Medical, Dental, and Vision Insurance
- 🏠 403 B match
- 🏠 100 accrued vacation hours (2 ½ weeks)
- 🏠 13 paid holidays off
- 🏠 12 Sick days annually
- 🏠 Employee Assistance Program
- 🏠 Comprehensive list of benefits included in the Employment Offer letter.

To Apply:

Send resumes to careers@hbofm.org

**\$28-\$30 per hour DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 100 accrued vacation hours, and access to a 403b retirement plan. Under California law, Homeward Bound is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary or hourly rate outside of the range posted in this job announcement. This range considers the wide range of factors that are considered in making compensation decision including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other*

business and organizational needs. Salary and hourly rate offers are determined based on final candidate qualifications and experience.