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| Job Title: | **SSVF Housing Resource Specialist—Sub Grantee** |
| Department: | **Community Services** |
| Reports to: | **Goodwill of West Michigan** |
| FTE | **.5 FTE or 20 hours per week** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Melodie Linebaugh** |
| Date: | **February 4, 2021** |
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| **Purpose:**  The SSVF Housing Resource Specialist will work in partnership with the Homeless Programs Manager to administer the Veteran homeless programming of the CS department. In addition, the SSVF Housing Resource Specialist will provide direct service to veterans and their families experiencing homeless or who are at risk of homelessness in Mason and Oceana counties. | |
| **Essential functions:**   * Provide strength based, client-centered housing focused case management to veterans and their families exiting homelessness. The housing support services may include development of a crisis plan, a guest policy, budgeting, rental payment assistance, linkage and referral to other applicable community resources and supports, as well as housing related goal development. * Create a strength-based housing plan to resolve the homeless crisis and/or prevent homelessness that will stabilize the individual or families housing situation. The SSVF HRS will assist clients in creating goals and setting up a network of resources that will help them to maintain permanent housing. Resources may include but are not limited to: VA, HUD VASH, DHHS, Community Mental Health services, Michigan Works! NMCAA Budget Counseling, domestic violence counseling, other Veteran related services and/or addiction treatment services. * Outreach with area shelters, human service providers, the VA, and other agencies to create a strong Coordinated Access into the Homeless Response System. * Assist clients with determining what housing is affordable, locating affordable housing, filling out rental applications, and acting as a mediator in landlord disputes. SSVF HRS will assist clients in maintaining their permanent housing. * Provide financial assistance to eligible clients through the NMCAA Supportive Services for Veteran Families program to clients. The HRS will learn program guidelines and follow them appropriately to keep in compliance with the grant. * Complete a Service Prioritization Decision Assistance Tool (SPDAT) for all clients they are working with and use it in developing a housing plan and retaining permanent housing. * Placing eligible veterans and their families on the MSDHA Housing Choice Voucher waiting list with homeless preference to the appropriate HARA and connecting them to the VASH voucher program. SSVF HRS to additionally complete 120-day recertification for applicable clients within the MSHDA HCV applicant portal. * Placing eligible veteran individuals and families and connecting them to the VA VASH Voucher program * Attend quarterly SSVF program meetings as scheduled and attend annual monitoring/audits. * Complete a Homeless Management Information System (HMIS) profile and maintain clients’ information into the system. Complete information live as they meet and work with their clients. * Maintain in HMIS, data quality and data completeness under the SSVF Provider Pages as per program requirements. * Conduct landlord outreach in order to maintain existing relationships with landlords, as well as to recruit new landlords into applicable programs. * Performs other related duties as required and/or assigned. | |
| Position Objectives:   * To effectively and efficiently perform the essential functions for the betterment of NMCAA and our communities. | |
| **Measured by:**   * Annual performance reviews | |
| **Minimum Education:**   * BA/BS in psychology, social work, human services, or related field preferred or equivalent experience. | |
| **Minimum Experience:**   * At least 2 years’ preferred experience working in a human service-related field. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. * Ability to effectively communicate (written and verbal) with clients, staff and management. * Ability to carry out all required functions to meet annual program goals. | |
| **Minimum Skills Required:**   * Strong communication skills including, listening, verbal, and written communications. * Strong organizational skills. * Excellent report building skills to establish or maintain community partnerships with other organizations. | |
| **Minimum Physical Expectations:**   * Be able to drive and travel as needed. * Physical activity that often requires extensive time working on a computer, involving keyboarding, sitting, and phone work. | |
| **Minimum Environmental Expectations:**   * The SSVF Housing Resource Specialist operates in an office setting. This position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. | |