

Job Description: **Housing Success Specialist**

**Position Title:** Housing Success Specialist

**Hours:** Salary full time exempt

**Reports to:** Director of Housing Services

**Salary:** \$37,000-\$55,000 per year



## **POSITION SUMMARY**

Daily Bread Inc., located in the heart of Melbourne, Florida, is a leading service provider on Florida's "Space Coast" for working with people experiencing homelessness. We are seeking a new team member as we increase our impact in ending homelessness in our community.

Under the clinical supervision of our Director of Housing Services, and as a member of our *Critical Transitions Team*, the Housing Success Specialist helps unsheltered individuals with long histories of homelessness successfully transition into housing and reintegrate into the community.

The primary goal of the Housing Success Specialist is to facilitate long-term housing stability. To accomplish this, they engage individuals from the homeless population who are prioritized for services in partnership with the local homeless services network and healthcare system. They build collaborative relationships with their clients and help develop individualized housing plans, providing assistance with housing search and move-in, housing affordability, managing tenancy, community care linkages, greater independence, and improved quality of life, with the intentional goal of disengagement in nine months (following successful transition to independent living and less intensive services).

## **REQUIREMENTS**

- Bachelors or Masters in Social Work or related human services field.
- Must be CPR/AED certified or be willing to become certified within 30 days of hire.
- Must have past experience or familiarity with affordable housing programs funded by federal, state and local government (e.g. CoC, ESG, HCVP, CDBG, HOME, SHIP).
- Familiar with the evidence-based case management models such as Critical Time Intervention, Pathways to Housing, and/or Assertive Community Treatment.
- Expertise in Motivational Interviewing, Harm Reduction, and Trauma-Informed Care.
- Knowledge of addiction medicine and prior experience working with people who use drugs.
- Knowledge of mental illness and treatment services.
- Minimum of one year prior experience working in-community with special populations (e.g. homeless, people who use injection drugs, people living with schizophrenia, LGBTQ+, or recently incarcerated).
- Ability to listen, comprehend, and communicate information both in writing and orally with all individuals.
- Ability to handle confidential information responsibly.
- Availability to work flexible hours based on client needs.
- Passion for working in-community, with clients in their natural settings (home, neighborhood, etc.)
- Ability to schedule time and activities efficiently, reliably, and with autonomy.
- Ability to maintain patience, confidence, and composure under pressure and challenging circumstances.
- Bilingual in Spanish and English is a plus.

## **ADDITIONAL SKILLS**

- Responsible for the consistent implementation practices of a floating, client-centered, housing-led intervention to care for individuals who have long histories of homelessness and complex needs.
- Interface with professional contacts (hospital, health clinics, correctional facilities, addiction treatment facilities, not-for-profit organizations).
- Advocate for access to community resources for participants; ensure the best interests of the participants under care and fulfillment of their needs.
- Conduct needs assessments and planning with participants.
- Provide effective outreach and maintain working relationships with participants.
- Provide crisis planning and risk assessment as necessary.
- Support client change goals for daily living skills, health and wellness, employment, substance use, support services, community service access (ie. medical care, benefits, vocational training, etc).
- Excellent collaboration skills required for community relationship building.
- Strong verbal and written communication skills.
- Proficiency in using Microsoft Office applications.

## **PHYSICAL DEMANDS**

- Visual acuity and hand-eye coordination to perform tasks and operate equipment as needed.
- Normal range of hearing and eyesight to record, prepare and communicate appropriate reports.
- Manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and office equipment.
- Standing, walking, bending, stooping, and lifting as required for possibly extensive periods of time.
- Handling, lifting and moving of objects, equipment and supplies of up to 20 pounds as needed.
- Variable working hours and locations, including meeting participants in natural settings such as unsheltered locations, facilities, at home, and other community-based settings.

## **MENTAL DEMANDS**

- Work in a high-demand public contact environment with individuals of various ages, cultures and socio-economic statuses.
- Professionalism, courtesy and respect required when interacting with participants and staff.
- Concentration on multiple priority activities.
- Efficient response to emergency situations.
- Exercising of appropriate judgment when responding to emergency situations.
- Adaptation to change.
- Maintenance of confidentiality in accordance with the Health Insurance Portability & Accountability Act.
- Ability to exercise self care when working with individuals who have a history of trauma, are more likely to experience trauma, and have higher mortality than the general population.

Send resume to Jeffrey Njus, Executive Director, [jeffn@dailybreadinc.org](mailto:jeffn@dailybreadinc.org).