



Housing Resource Specialist

POSITION DESCRIPTION

The Housing Resource Specialist, as part of the Information & Family Support Team, provides individuals with intellectual and developmental disabilities (I/DD) and their families support to prevent homelessness and to establish and maintain stable housing in King County. This position supports the agency's efforts to remove barriers to social, economic, and political participation and promote the inclusion of people with I/DD.

ORGANIZATIONAL REPORTING RELATIONSHIPS

Department: Information and Family Support

Supervisor: Supervisor of Information and Referral

Other key relationships: Director of Information and Family Support, Information & Resource Team, Housing Stability Specialist, Parent to Parent Program, Representative Payee Program Coordinator, and the Director of Advocacy.

JOB SUMMARY

The Housing Resource Specialist provides ongoing information, referral, and support to access resources to establish and maintain stable housing, with an emphasis on homelessness prevention. This position provides culturally responsive support to individuals with I/DD and their families to ensure stable housing. Services are provided by phone, email, and in-person meetings.

ESSENTIAL FUNCTIONS

- Close collaboration with The Arc's Housing Stability Specialist and Best Starts for Kids Youth and Family Homelessness Prevention program including possible support for clients served under this program as needed.
- Provides information, referral, and support to individuals with I/DD and their family members regarding housing resources, with an emphasis on homelessness prevention.
- Maintains up-to-date knowledge of housing resources including Section 8, Subsidized Housing, Housing Authorities, tenant rights, emergency housing, as well as other public benefits.
- Screens individuals and families for progressive case management support through a separate Best Starts for Kids Youth and Family Homelessness Prevention Program.
- Develops person centered intervention and support plans with short- and long-term goals to improve communication skills, negotiation skills, organizational skills, budgeting skills, job development, etc. to promote stable housing.
- Supports individuals and families to access community resources promote housing stability such as rental, utility, and/or food assistance, child care, employment programs, and disability-specific resources including Representative Payee services as needed. Support may include assistance with written applications, forms, and paperwork as well as consultation regarding rental agreement content so that participant understands rules and landlord expectations
- Mediates and negotiates with landlords as necessary to secure stable housing and avoid eviction, or to reduce move in costs, credit check, etc.
- Educates individuals and families in tenant rights. Assesses need for additional skill development required for housing stability such as money management, independent living skills, and home safety. Coordinates supports as needed.
- Coordinates housing placement for program participants in emergency, temporary, or permanent housing as needed.
- Provides ongoing support and advocacy to individuals and families via regular check-in to assess whether additional support is needed to maintain stability.
- Identifies and reaches out to potential housing partners interested in collaborating to promote housing stability.

- Ensures program activities are accessible to different cultural communities in terms of disability, language, culture, location, and other cultural issues by utilizing The Arc's diverse staff team, community resources, and interpreters.
- Participates in committee meetings, forums, task forces, legislative coalitions, etc. related to housing issues impacting people with I/DD and their families.
- Under the supervision of Supervisor of Information and Referral, develops program goals, documents program activities, creates metrics to measure the quality and success of program services and outcomes/achievements.
- Uses The Arc's database system to collect and record participant information.
- Creates documents and resources that promote education regarding housing systems and issues.

The above is not a comprehensive list of activities, duties or responsibilities required of this position. Management may assign or reassign duties and responsibilities at any time as it deems necessary.

QUALIFICATIONS

Education: Bachelor's-level degree preferred

Minimum Qualifications

- Strong understanding of housing resources and tenant rights in King County including Section 8, Housing Authorities, emergency housing resources, etc.
- Ability to establish relationships with housing professionals including landlords, Housing Authorities, etc.
- Experience providing Information and Referral services or case management support.
- Experience interacting with people with intellectual and developmental disabilities and their families.
- Ability to learn about I/DD and community resources through experience, on-the-job training, and other professional development opportunities and relay that information to individuals with I/DD and their families
- Ability to learn and implement State of Washington Mandatory Reporting requirements
- Demonstrated ability to work effectively with individuals of diverse economic, ethnic, and social backgrounds
- Demonstrated ability to develop and implement program goals
- Clear, compassionate, effective communication and interpersonal skills.
- Ability to be self-directed and work as a team member
- Ability to persevere in the face of obstacles
- Experience in using MS Office Suite (e.g. Word, Excel, PowerPoint, Outlook, etc.) and able to learn and use other required technology
- Knowledge of Salesforce database systems a plus.

OR a combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

PHYSICAL AND OTHER REQUIREMENTS

- Ability to pass a criminal background check
- Ability to work in an open office environment
- Ability to use phone, email, and internet with ease
- Ability to travel anywhere in King County as needed (if driving, must have a WA driver's license and car insurance; if not driving, ability to be punctual when traveling anywhere in King County)
- Ability to transport outreach materials and meeting supplies.
- Presence in the office during work week is required.
- Work hours typically occur between 8:30-4:30 Monday-Friday with some flexibility
- Requires some evening and weekend work with advanced notice
- Accommodations to meet these requirements may be available upon request

SALARY /BENEFITS

This is a full-time, exempt position with medical, dental and retirement benefits.

To apply send cover letter and resume to Scott Brown at sbrown@arcofkingcounty.org or mailed to 233 6th Ave N., Seattle, WA 98109. Position is open until filled.