



Programs
Serving People
in the Capital Area

CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.



February 15, 2019

TO: **C.A.C.S. EMPLOYEES & RECRUITING SOURCES**

FROM: Pamela Elise *pee*
Stability Services Director

This announcement is for the following two (2) positions:

Housing Resource Specialist

Entry Level: \$14.35/Hour

Full-Time: Up to 40 Hours/Week

Location

Shiawassee County Service Center
1845 Corunna Avenue, Owosso

Direct applications and/or inquiries to:

Rebecca Zemla, Service Center Coordinator
1845 Corunna Avenue, Owosso, MI 48867
(989) 723-3115

**To be Considered for This Position,
An Agency Application*
MUST BE SUBMITTED.**

This posting will remain open until filled.

***CACCS's Agency Application can be accessed at:
<https://cacs-inc.org/about-us/career-opportunities>**

Current CACS Agency Employees may submit a Letter of Interest

" A Community Action Agency "

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

1301 RENSEN STREET • LANSING, MICHIGAN 48910
TELEPHONE (517) 393-7077 • TDD 800-649-3777

Capital Area Community Services, Inc.

Job Description

Title:	Housing Resource Specialist (Case Manager)	Department:	Program Operations
Reports To:	Center Coordinator	FLSA:	Non-Exempt
Supervises:	None	Updated:	February 15, 2019

General Summary

Under the daily supervision of the Center Coordinator, and in coordination with the Homeless Assistance Programs Coordinator, the Housing Resource Specialist will provide housing case management services that include arranging, coordinating, linking, and monitoring the delivery of services that assist participants to obtain and maintain permanent housing.

Essential Functions

Persons in this job classification assist homeless and/or at-risk individuals in obtaining and/or maintaining safe, affordable, permanent housing. This position is intended to:

1. Screen individuals and households for eligibility for the various MSHDA and HUD funded programs available in the assigned Service Center; complete all required intake and/or screening paperwork.
2. Develop a Housing Plan with each client and meet with them a minimum of once monthly to update and modify the plan, as necessary.
3. Link clients to mainstream resources to meet unmet needs and assist in completing applications for assistance as may be necessary.
4. Educate clients on issues of renter expectations, renter/landlord conflict resolution, and tenant rights.
5. Complete HQS inspections and conduct home visits to monitor client progress and stability.
6. Assist clients with completion of necessary forms to access housing.
7. Ensures eligible people are entered on the HCV list and re-verify homelessness status every 120 days. Must be knowledgeable of community Project Based Voucher (PBV) units and make contact with the PBV management company at least quarterly regarding availability of units.
8. Cultivate relationships with landlords willing to provide housing for program participants.
9. Provide referrals to other resources and coordinate resources to eliminate duplication of effort.
10. Maintain up-to-date client files, including income eligibility, assessment, direct and referral services, follow-up and other client contact, as well as all required documentation, including releases of information, case notes, signed HMIS data privacy, and releases of information.
11. Prepare and provide all required client information for data entry into HMIS and DBA FACSPRO; and enter all required data into HMIS and DBA FACSPRO.
12. Serve as a role model to guide others along the self-sufficiency continuum. Works cooperatively as part of the Service Center Delivery.
13. Work cooperatively with staff and participants to meet Project objectives. May perform other duties, as necessary/as assigned.

The above statements are intended to describe the general nature of and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person.

Recommended Employment Qualifications

Education

The job requires knowledge normally acquired from specialized training such as that acquired in specialized classes, vocational, trade or business school with course work in human or social services.

Experience

- Minimum of two years' experience in the delivery of direct and information/referral services to the low-income community.
- Sensitivity to the needs of others with the ability to encourage and guide others in their quest for independence.
- Self-motivated and able to work productively with minimal supervision.
- Strong interpersonal and communication skills, both oral and written.
- Good oral and written communication skills.
- Ability to work with a diverse population in an effective manner.
- Adept at using various software programs.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

Entry Level: \$14.35/hour

**Full Time: Up to 40 hours per week with full agency benefit package,
52 weeks per year**