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## **Transitional Housing Specialist**

### Summary of Position Responsibilities:

The Transitional Housing Specialist will be responsible for developing individual service plans, and secure appropriate services including job training, education, counseling, employment assistance, day care and life skills enhancement. Offer administrative support to the residents of the authority

### Description of Supervision/Supervisory Responsibilities:

The Transitional Housing Specialist performs a variety of social service and administrative tasks under the supervision and guidance of the Portfolio Manager

### Essential Functions of Position:

- To aid in identifying the housing, employment, and educational needs of low-income families to acquire skills in an effort to achieve self-sufficiency
- Screen homeless families and selecting families to be provided with a transitional unit
- Conduct home visits and other supportive follow-up services to ensure timely provision of services
- Prepare budgets per household as needed
- Maintain client records and enter all data into the Tracking-At-A-Glance client data system
- Prepare and submit THA grant renewal applications
- Prepares and submit monthly report to Portfolio Manager
- Monitors families for six months after completion of program
- Maintain relations with Department of Transitional Assistance and other community partners
- Submit monthly report and budget to EOHLC
- Monitor and offer stabilization services for up to one year
- Ensure program compliance
- Maintains accurate files, records, mailings and notice distributions
- Maintains a high degree of confidentiality relative to resident records
- Other duties as required by manager

### Minimum Competencies:

- Excellent communication skills, both oral and written

- Ability to deal tactfully, courteously, and professionally with all persons, even in stressful situations
- Ability to maintain confidentiality and to exercise sound judgment and discretion
- Ability to work in high pressure situations, as necessary
- Highly organized, detail oriented, takes initiative and able to work independently
- Monitor participants on a regularly established schedule
- Participate in marketing activities as needed
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work
- Reliability and professional personal presentation essential
- Project management experience desirable
- Operates standard office equipment, including a computer/laptop/scanning
- Proficiency in typing, basic word processing, spreadsheet, and database software (such as MS Word and Excel).
- Specialized software related to functional area PHA Web experience a plus
- Maintain accurate electronic files and records system
- Work on research and complete special projects as assigned.
- Perform other duties as assigned within the job classification
- Maintain a high degree of confidentiality relative to residents' records, as mandated
- Ability to perform volume of administrative detail work with speed and accuracy

Education and Experience/Other Requirements:

- High School Diploma, Bachelor's Degree preferred in relevant field (i.e., Social Services, Human Services, Psychology, Public Administration)
- 1-3 Years experience required

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Transitional Housing Specialist Position:

This is an office-based job in a dynamic municipal office. While performing the duties of the Transitional Housing Specialist, the employee is required to: interact and communicate frequently with the residents of THA, other team members and/or third parties transacting business with the Authority; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10 pounds. The employee may be required to work beyond normal business hours, approximately including evenings.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an*

*employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.*

Date adopted/revised: 01/18/2024