



COUNTY OF LASSEN

JOB DESCRIPTION

CLASS TITLE:	Housing Grants Specialist	CLASS CODE	
DEPARTMENT:	Health and Social Services	UNIT	UPEC
REPORTS TO:	Health and Social Services Director	FLSA STATUS	Non-Exempt
BOARD APPROVAL:		RANGE	18

SUMMARY

Performs professional level work in the field of housing and grants management. Conducts special project research, and prepares reports. Assists with the implementation of client housing, including landlord-tenant services. Assists Housing Program Coordinator with a variety of housing projects and activities. Will work as part of a team with various department, program and communities to support the housing need of the clientele served.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the Health and Social Services Director or designee.

May receive direction from Housing Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Coordinate individualized housing needs assessment for all referred clients and work with clients and case managers to develop individualized housing plans and address barriers.

Monitor and evaluate each client's progression through their housing search plan and develop corrective action revisions to the plan, as needed.

Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and maintain housing.

Assist Housing Program Coordinator with outreach to realtors, landlords, housing developers and other housing providers to identify new and existing housing opportunities in Lassen County.

Create property and landlord portfolios as part of the landlord support program. Create and maintain lists of available housing options for clients.

Track housing placements for all housed individuals using a database program. Maintain client related data tracking systems and logs, including case notes and completed Homeless Management Information Systems (HMIS) and Coordinated Entry System (CES) entries.



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Assist Housing Program Coordinator with the development and implementation of housing-oriented workshops and trainings for clients. Assist clients with housing applications, complete supportive and subsidized housing paperwork.

Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors, and creditors).

Provide pro-active follow-up home visits to ensure stability and further progress toward self-sufficiency.

Prepare case-related reports including outcomes, success, and challenges.

Develop and oversee program goals and objectives.

Establish, maintain, and enhance collaborative relationships with County departments, local service providers, and the homeless community.

Assist Housing Program Coordinator with preparing and monitoring project and program budgets and expenditures.

Research and develop grant proposals, seek out other funding sources for County homeless programs, and determine funding priorities.

Maintain complete and accurate documentation of service objectives and outcomes, as well as other services in accordance with Federal, State, and local guidelines. Gather and assess statistical data and reports information to appropriate agencies.

Assist with conducting biennial Point In Time (PIT) Count for homeless population in Lassen County.

Research, analyze, and interpret social, economic, population data and housing trends. Compiles information and make recommendations on special studies; prepare technical and complex reports.

Perform inspection and related field work.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge of:

Social, economic, and political issues relevant to low income communities.



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Principles and practices of performing needs assessments, program development, implementation, management and evaluation.

Principles and practices of contract administration and evaluation and public agency budget development and administration;

Resources and requirements to acquire private and governmental funding.

Housing First philosophy and strategies.

Techniques utilized to work effectively with clients, families, and social service agencies. Principles and practices of effective report writing.

Current Federal, State and local laws, regulatory codes, ordinances, procedures relevant to social services programs, such as those designed to improve/provide housing, education, employment, or socio-economic status.

Tenant/landlord rights and responsibilities and property management.

Community resources and social service agencies.

Trends on affordable housing and homelessness.

Inter- and outer-governmental relationships affecting housing services.

Means of promoting housing services and programs.

Ability to:

Assess community needs and evaluate programs using outcome data to determine effectiveness of program components and recommend program modifications.

Establish and coordinate program services, policies, and procedures to ensure compliance with data quality requirements and conformity with federal, state, and local regulations, and best practices.

Understand housing funding, budgeting, and/or fiscal reporting activities.

Work with homeless families and individuals.

Determine appropriate resources for clients and make referral to appropriate agencies.

Establish and set appropriate limits with persons served to help them gain skills and confidence.

Interview clients and families to gather history.



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Possess a high level of tolerance and understanding for clients with urgent multiple case management and health needs.

Maintain strict confidentiality of information received in the course of work performed, according to Health Insurance Portability and Accountability Act (HIPAA) standards.

Analyze routine administrative and regulatory anomalies, evaluate alternatives and recommend effective courses of action.

Prepare clear and concise correspondence, reports, and recommendations to Federal, State, and local government agencies and funding sources

Work independently and within a team environment.

Exercise mature judgement and political astuteness in complex situations.

Communicate effectively both verbally and in writing.

Use standard office computers for word processing and spreadsheets.

EDUCATION AND EXPERIENCE

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Two years of increasingly responsible professional experience in housing location, property management, social services, homeless programs, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

Education:

Equivalent to an Associate degree from an accredited college with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

License:

Possession of, or ability to obtain, a California driver's license.

PHYSICAL DEMANDS

The physical demands and work environment 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.



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While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office environment. May be required to perform home visits in the support of clients. Clients may be hostile, argumentative, or unstable.

ADDITIONAL INFO

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.