



Housing Stability Specialist

Our Mission:

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

The Housing Stability Specialist is responsible for providing housing stability services and linkage to essential community resources for families experiencing homelessness. This role includes maintaining pantry, supply room, Welcome Home kit supplies; holiday based programming and additional Family Stability services.

Key Responsibilities:

- Conducts intakes and assessments, then building a goal plan that is directed by the clients' expressed needs and wants
- Identifies landlords, maintains landlord connections and provides advocacy for clients in regards to housing and maintaining housing stability
- Provides intensive case management focusing on housing stability, decreasing barriers and increasing self-sufficiency through education, community linkages and home visiting services
- Utilizes a strengths-based approach and focus on building appropriate relationships with clients in order to help them be successful in reaching their goals
- Provides advocacy and mediation with landlords, when necessary
- Learns about and stays current in regards to community resources that can assist clients
- Maintains all client files and stays current with all required paperwork
- Provides linkages to community resources as based on the client's goal plan, and builds communication and coordination with other community partners
- Coordinates the needs of clients' children, including school placement, daycare, parenting and public benefits
- Assists in ordering, maintaining and coordinating HFF pantry and supply room services, stock, donations and some volunteer coordination
- Provides coordination guidance and assistance with holiday and other Family Stability programming
- All other duties as assigned

Qualifications:

- Bachelor's degree in social work or related field preferred
Associates Degree and/or Certification will be considered
- Position requires periods of prolonged sitting, as well as periods of standing/walking.
- Manual dexterity necessary to operate computer, telephone, and other typical office equipment
- Physical ability to perform job requirements of usual and customary office procedures and communications
- Extensive knowledge of community agencies and resources in and around Columbus required
- Case Management or some experience working with homeless populations required
- Working knowledge of Trauma-Informed Care and Cultural Competency



- Ability to both take direction and work independently
- Congruence with agency mission and values required
- 2+ years' experience working with families with significant barriers required
- Demonstrated skills, knowledge and experience in the following areas required:
 - Ability to manage a caseload while also balancing administrative duties
 - Microsoft Word, Excel and Power Point
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to homelessness, affordable housing and education
- Valid driver's license, proof of automobile insurance, ability to drive an agency vehicle, ability to successfully pass a pre-employment drug screen, and ability to pass a criminal background check required
- Physical ability to stand, bend, squat, lift and carry file boxes and supplies up to 25 lbs. occasionally required