



## **Job Description**

### **Bilingual Spanish Housing Specialist**

**About the agency:** FamilyAid Boston empowers parents and caregivers facing homelessness to secure and sustain housing and build foundations for their children's futures. Our dedicated, resourceful staff works in partnership with parents facing housing crises to develop safe, stable housing solutions that build on families' strengths and meet their unique needs.

FamilyAid Boston's programs include homelessness prevention, emergency shelter, and supportive affordable housing for parents and children at risk of or experiencing homelessness. Each family we work with receives comprehensive social services designed to help them build a foundation for long-term housing stability.

FamilyAid Boston is a supportive, collaborative, and diverse workplace where staff from various departments work together to achieve our mission. Agency leadership supports staff in their professional growth and maintaining work/life balance. We provide frequent opportunities for staff to build community outside of the typical workday. We offer competitive salaries, health and dental plans, 403b retirement, and a generous paid time off package.

**Summary:** The Bilingual Spanish Housing Specialist works as part of the Rapid Rehousing program team that serves an average of 25-30 families a year. The specialist works with families to identify housing options and coordinate a move from shelter to safe, affordable, permanent housing as quickly as possible.

#### **Duties & Responsibilities**

##### ***Client and case management work:***

- Conduct initial assessment of participant families for the purpose of formulating a re-housing plan with consideration of family needs, strengths, and any existing barriers to housing.
- Determine level and type of financial support needed to house and sustain families while working towards economic self-sufficiency.
- Help families establish residential stability and strengthen connections to the neighborhood, schools, medical providers, employment services, and other resources as needed.
- Assist families with all aspects of managing tenancy, including collaboration with landlords. Provide advocacy, consumer education, crisis management and mediation when necessary to prevent housing disruption.
- Monitor progress and complete regular documentation and reporting to meet monthly/annual goals.
- Accompany families to housing interviews and appointments as needed.

##### ***Team collaboration:***

- Work as a team member to develop an Individual Housing Service Plan (IHSP) that addresses immediate barriers to housing, the potential for income generation, and other service areas to best meet families' needs.
- Collect and submit all necessary forms and verifications to the accounting department at start-up and on a monthly basis to ensure landlords are paid program rent portion in a timely manner.

- Actively participate in all staff, team and clinical meetings.
- Participate in supervision and professional development.
- Assume other responsibilities as requested by supervisor.

***Community Outreach:***

- Develop and maintain relationships with property owners, housing authorities, and management companies, to be utilized as resources and/or housing providers for families.
- Implement the program’s outreach strategy to include creating alerts, announcements, and information about the program throughout the homeless provider and prevention networks regarding eligibility and openings.

***Leadership:***

- Possesses strong core ethics, integrity, and accountability consistent with FamilyAid Boston’s Mission, Vision and Values.
- Aligns and leads self towards achievement of FamilyAid Boston’s mission, vision, values, strategic plan and annual operational and financial plans.
- Identifies internal and external expectations and exceeds them.
- Sees beyond the present, and adapts to meet changing goals and priorities.
- Promotes/participates in a high performance culture.
- Leads/works in a manner that is diplomatic, inclusive, transparent, communicative, open and fair.
- Thrives while managing multiple simultaneous projects with little room for error.
- Serves as a reliable and upbeat colleague in collaborative efforts to achieve the agency’s annual goals and objectives.

**Qualifications**

- BA with 3 or more years of experience in social services.
- Bilingual in English and Spanish.
- Strong interest in working with families from diverse social, cultural and ethnic backgrounds, using a culturally sensitive, team-oriented, and strength-based approach.
- Flexibility to work in office and community-based settings.
- Valid driver’s license with the ability to operate a vehicle safely.

**Supervision:** Housing Program Manager

**Location:** This position is based at 727 Atlantic Ave, Boston MA but is in the neighborhoods of Boston weekly.

**Hours:** 40 hours/week. Days and hours to be determined, with the flexibility to best meet client and program needs. Some evening availability required.

**To apply:**

Applications will be reviewed on a rolling basis until December, 14th 2018. Please send your cover letter and resume to [hr@familyaidboston.org](mailto:hr@familyaidboston.org):

**FamilyAid Boston is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.**