



Job Description

Housing Placement 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 Housing Placement Specialist provides housing search services to a caseload of families living in a shelter setting. The Specialist works in cooperation with each family and the family's case manager to assess for goals and barriers pertaining to housing, conduct housing search with consideration to each's family's re-housing plan, and to coordinate a move from shelter to safe, affordable, permanent housing as quickly as possible.

Duties & Responsibilities

Client work:

- Conducts initial assessment of participant families and, with consideration of family needs, strengths, and any existing barriers to housing, formulates a plan for exiting shelter as quickly as possible.
- Educates and assists participants on the housing search and placement process.
- Meets with participants on a regular basis, to assist with housing applications, identification and remediation of barriers, and mobilization of resources.
- Accompanies participant families to housing interviews and appointments, in the role of advocate.
- In cooperation with family's case manager, coordinates resources and assists with planning for moves out of shelter into permanent housing.
- Conducts ongoing research regarding available and expected housing opportunities.
- Completes recordkeeping requirements in a timely manner, including keeping participant files up to date with relevant information.
- Provides staff coverage at offsite co-shelter program on a weekly basis.

Team collaboration:

- Works collaboratively to meet housing placement goals set by the Department of Housing & Community Development.

- In cooperation with case management, develops a re-housing plan for each family, to be updated on a monthly basis.
- Participates in team case reviews, to assess participant and team progress toward re-housing goals.
- Actively participates in all staff, team and clinical meetings.
- Participates in supervision and professional development.
- Assumes other responsibilities as requested by supervisor.

Community Outreach:

- Develops and maintains relationships with property owners, housing authorities, and management companies, to be utilized as resources and/or housing providers for families.

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 preferred.
- Strong interest in working with families from diverse social, cultural and ethnic backgrounds, using a culturally sensitive, team-oriented, and strength-based approach.
- Strong documentation and organizational skills required.
- 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 requires flexibility to travel within the Boston area on a regular basis.

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 until position is filled. Please send your cover letter and resume to 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.