



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



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Homes for Good Announces recruitment for a knowledgeable and dependable Housing Liaison to join our team!

Housing Liaison
POSTING # 02.13.2019
SALARY: \$3,240.50 - \$4,135.80

HOMES FOR GOOD is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

GENERAL DESCRIPTION: The purpose of the Housing Liaison is to support the mission of Homes for Good by facilitating pathways and consistent services so that participants can navigate safe and decent housing options by providing individualized client support through helping clients develop a plan to address their barriers with an aim to find permanent housing. The Housing Liaison will be working with individuals who are chronically homeless and/or homeless veterans.

DUTIES:

- Conducts participant assessments to determine barriers to housing and establish an action plan of to address these barriers.
- Provides navigation services designed to assist program participants in identifying and accessing program eligible housing.
- Ensures participant has access to outside supportive services, as needed, to ensure housing retention.
- Assists clients with housing applications, completes supportive and subsidized housing paperwork, surveys rental market for affordable housing, and advocates for clients with prospective landlords
- Maintains client related data tracking systems, including case notes and complete HMS entries
- Prepares case-related reports including outcomes, successes and challenges.
- Responds to general correspondence and inquiries directly related to housing programs.
- Outreach to community, business owners, realtors, landlords, housing developers and other service providers to identify new and existing opportunities and builds strong relationships to better assist clients in accessing resources, employment, supportive services, and housing opportunities.
- Prepares and presents effective training and educational workshops and presentations to a variety of audiences, individually or in a classroom setting
- Other duties as assigned.

ABILITY TO:

- Exemplify traits that reflect the agency's culture, including integrity, a customer service orientation, cultural sensitivity, trustworthiness, flexibility and a willingness to change.



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- Maintain professional boundaries, including exercising objectivity and confidentiality, while building trusting relationships with residents and staff.
- Prepare various financial/administrative reports and documents using computer software applications (such as Word, PowerPoint and Excel, etc.).
- Have basic understanding, or ability to learn, Landlord/Tenant law, Fair Housing regulations and housing program's regulations and policies.
- Demonstrated knowledge of the Housing First model and a belief in the value of harm reduction practices.
- Encourage and promote an environment that is strength based to assist clients in meeting their individual goals.
- Demonstrate understanding of best practices in property management.
- Demonstrate capacity to engage diverse populations in community-based initiatives, while working effectively with individuals living with multiple barriers to stable housing.
- Demonstrate understanding of the impacts of addiction, mental health, homelessness and poverty.
- Demonstrate knowledge of community service systems.
- To complete different types of forms, documents and records using computers for routine office work.
- Able to maintain positive working relationships and communicate effectively with a diverse group of individuals.
- The ideal candidate should have excellent communication, organizational and interpersonal skills and be able to work in a fast-paced environment and able to coordinate multiple projects simultaneously.
- Ability to speak publicly, presenting information to diverse groups.
- Perform work without direct project supervision, and ability to work both individually and as part of a team.
- Understand, interpret and explain pertinent Homes for Good's policies and procedures and pertinent Federal, State and local laws, codes and regulation.

QUALIFICATIONS: Applicant must be proficient in computer (PC) programs including; Excel, Word, Outlook, and Adobe Acrobat.

IDEAL QUALIFICATIONS:

- Highly motivated self-starter, with proven ability to develop creative solutions.
- The right individual for this position has a passion for helping others and a desire to work in an organization that serves people who are experiencing poverty and homelessness.
- Degree or education in social work, counseling or human services is a plus.

EDUCATION: Graduation from a four-year college or university with a degree in a related field.

EXPERIENCE: Two years of progressively responsible work in a related field.



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SUBSTITUTION: Any combination of experience and education on a year for year basis up to a maximum of four years administrative staff support experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work, has been demonstrated and ascertained.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, a valid State of Oregon vehicle driver's license, and be insurable at standard rates.

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COMPENSATION: The pay range for this position \$3,240.50 - \$4,135.80 per month. Our Agency has a generous benefits package which includes; time management starting at 17.33 hrs. per month, paid health, dental and vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

APPLICATION PROCEDURE:

[Click Here](#) to apply.

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, performance examinations and/or a pre-employment personality assessment. Responses to supplemental questions are required if applicable.

POSTING DATE: February 13, 2019

CLOSING DATE: Open until filled, the first round of application reviews will take place on Tuesday February 27, 2019.

This position is covered by Union Representation, AFSCME Local 3267.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for disability if doing so does not impose an undue hardship on the operation of the program. Reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made an application.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.



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This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.