

**PROVIDENCE HOUSING DEVELOPMENT CORPORATION  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Housing Specialist	<b>STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Grants and Program Administration	<b>W/C#:</b>	8857
<b>EEO CODE:</b>	2	<b>GRADE LEVEL:</b>	6

**PRIMARY FUNCTIONS:**

Establish participant eligibility based on program requirements. Assist eligible program participants in establishing and maintaining household. Conduct recruitment and education to community landlords for participation in program.

**SPECIFIC DUTIES:**

1. Determine eligibility based on program requirements.
2. Determine client's housing needs such as size, location, amenities, etc.
3. Assess any existing or expected housing barriers of potential participants.
4. Ensure all units meet Housing Quality Standards, including coordination of HQS Inspections.
5. Conduct initial and subsequent annual income certifications for household.
6. Provide necessary mediation or advocacy on behalf of clients, with landlords to develop or maintain housing.
7. Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities.
8. Referrals to LawNY legal services in case of pending eviction.
9. At intake, educate and assist participants with utility services and payments.
10. Collect and report program data, including but not limited to HMIS reporting, Boston Post and funder required data.
11. Compile weekly, monthly, and quarterly financial reports for rental payments as needed.
12. Submit monthly rent payment requests to finance department.
13. Submit timely check requests for security deposits and initial rents.
14. Develop and maintain listing of landlords working with programs.
15. Develop and maintain available housing for program, (i.e. new units, vacated units).
16. Receive and process rental payments from program participants.
17. Maintain accurate program files.
18. Other duties as assigned.

**Administrative Responsibilities:**

1. Establish and maintain office hours.
2. Maintain thorough and accurate records of grant expenses per household.
3. Prepare financial data for monthly voucher submission.
4. Prepare and submit statistical and other reports as requested by supervisors.
5. Attend scheduled staff meetings and training sessions.
6. Assist Program Coordinators in overall monitoring and support of Programs.

**TITLE OF DIRECT SUPERVISOR:** Grants & Program Administrator

**QUALIFICATIONS:**

- Bachelor's Degree in Human Services or related field and one year of paid experience working with persons experiencing homelessness  
OR
- Associates Degree in Human Services or related field and two years of paid experience working with persons experiencing homelessness

**ADDITIONAL REQUIREMENTS:**

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- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Possession of a valid NYS Driver’s license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Maintain absolute confidentiality in regard to tenant information and records.
- Maintain a drug / substance free lifestyle.
- Maintain honesty and integrity
- Demonstrate mechanical aptitude.
- Demonstrate openness to flexible work schedule.
- Demonstrate commitment to Agency Mission Statement.

**Ability to meet the following physical requirements with or without reasonable accommodation:**

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 40 lbs;
- Be able to read write and interpret written documents;

**EMPLOYER’S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**EMPLOYEE CONFIRMATION:**

I have received and read a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name