

SH Job description for Housing Professional

Job Description:

EASE prides itself on delivering efficient, effective services across a wide range of participants and programs. The key to our success is largely dependent on the stellar ability of our Housing and Employment team. Our teams have sharp business minds and a proven ability to work with participants in finding and keeping housing and employment.

Our role is to assist especially vulnerable people and help them overcome barriers to employment and housing.

Responsibilities:

- Meet and assess the needs of participants on caseload and take detailed notes of visit
- To Coordinate with managers to obtain and maintain caseloads / activities
- Assume responsibility for participants and landlords on your caseload
- Resolve any employer or participants issues with
- Ensure timecards, calendar and case notes are accurately filed out
- Maintain organizational standards of satisfaction, quality, and performance
- Allow time to check in on the needs of your participants
- Manage your input in the database for housing leads, assure you are adding and deleting data as needed
- Assist managers to train new Housing professionals as asked and needed
- Enhance the department and organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to program accomplishments
- Prepare all reports for program manager
 - Monthly housing logs
 - Weekly case notes
 - Housing placement forms
 - Housing plans
 - Intakes/updated intakes

JOB DUTIES:

1. To do intake and other needed paperwork.
2. To work with participants to gain affordable/permanent housing.
3. To work with participants to maintain affordable/permanent housing.
4. To assist participant to become independent in their living situation.
 - a. Budgeting
 - b. Applications
 - c. Appointments
 - d. Credit repair (assist in working on)