



GREGORY HOUSE PROGRAMS

JOB DESCRIPTION

Position Title: Resource Identification Specialist Date: 3/9/2023

FLSA Status: Full Time, Non-Exempt

Supervised by: Operations Director

Primary Responsibilities: Under the supervision of the Operations Director, develops housing assistance resources, identifies and tracks housing resources and vacancies and develops relationships with landlords. The Resource Identification Specialist participates in housing coalitions such Partners in Care and interfaces with Public Housing Authorities to identify new housing partnerships. Coordinates housing case management efforts across community providers. Conducts client focus groups, needs assessment surveys, housing market studies and analyzes local HIV housing-related data.

Essential Duties:

- Develops housing assistance resources for the Housing Information Specialist and GHP staff to use directly with clients
- Identifies and tracks housing resources and vacancies
- Conducts outreach and develops relationships with landlords to encourage them to rent to households served by the program.
- Participates in Partners in Care meetings and events, representing GHP's HOPWA program and identifying opportunities to leverage mainstream housing for PLWH
- Educates other AIDS Service Organizations about housing availability
- Interfaces with Public Housing Authorities and acts as the lead staff person to notify and prepare GHP case managers when applications open for public housing programs such as Section 8, public housing, emergency housing vouchers, etc.
- Identifies new affordable housing partnerships.
- Establishes and maintains GHP's housing information website.
- Coordinates housing case management efforts across providers.
- Builds and maintains a HIV Housing Care Continuum effort.
- Conducts client focus groups or needs assessment surveys, housing market studies, collects and analyzes local HIV housing-related data.
- Ensures client confidentiality.

Other Duties:

- Assist the Executive Director, Program Director, and Housing Case Managers in their duties as required
- Develops relationships with community service providers that will promote stable, permanent housing.
- Represent Gregory House Programs in the community as requested and maintains good

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working relations with other agencies and persons providing services and support to participants.

Working Conditions: Indoors office in air-conditioned rooms; outdoors while viewing apartments.

Work Hours: 5-day work week, 8 hours a day.

Equipment Use: standard office equipment. Use of own vehicle.

Physical, Mental, and Communication Demands: Requires use of discretion and judgment; requires working to established procedures, maintaining reliable work attendance; may require working under minimal supervision; requires verbal communication skills and following oral and written instructions; some heavy lifting.

Skills/Knowledge: In addition to meeting the mental, physical, and communication demands listed above, requires knowledge of substance abuse and mentally ill issues and basic Microsoft Office applications.

Education/Experience: Associate degree required; BS/BA degree in social work preferred; two years in substance use and/or mental health services field required, preferably dealing with housing issues; one year working with, or caring for, persons with disabilities required. Requires ability in conflict resolution within a housing facility context.

Acknowledgment

I have read and understand the contents of this job description. I will perform the above duties to the best of my abilities.

Employee Signature

Date

Approved By: _____

Date: _____

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.