

Fort Worth

OPEN POSITION

Veterans Services Housing Specialist

Recovery Resource Council is searching for a Housing Specialist to assist with housing search and placement along with leveraging supporting services that will assist the Veteran household to maintain permanent housing. This position works closely with the with Veteran Case Manager and other support staff as necessary to ensure successful outcomes.

DUTIES / RESPONSIBILITIES

Information and Responsibilities

The Housing Specialist provides a variety of office and field activities to manage and monitor a rapid re-housing/transition-in-place program and emergency housing assistance for Veterans and their families. This include providing direct client services and compiles related documentation. Work involves working closely with the Veteran Case Manager to provide orientation to all eligible participants to the program and providing housing search and support services to promote permanency in housing; performing tasks involved in the review and maintenance of a caseload of program participants. The principal duties are performed both in a general office environment, and in the field and community where the program participant resides. The Housing Specialist will work closely with the Veterans Case Manager to ensure that the essential functions are carried out effectively and in a timely manner.

Required Competencies

- Ability to work one-on-one as well as with large groups
- Ability to work as part of a team
- Ability to organize and prioritize work
- Skill in formulating client recovery goals and objectives
- Strong communication skills including ability to deliver presentations to a group
- Knowledge of substance use disorders and mental health issues
- Knowledge of community resources for chemically dependent clients
- Knowledge of community resources for HIV positive clients and their family
- Knowledge of 12-step groups and how they work
- Knowledge of a variety of recovery activities and methods and how they work
- Ability to work flexible schedule including nights and weekends
- Knowledge of screening/assessment instruments
- Ability to communicate effectively, both orally and in writing
- Ability to work independently and as part of a team
- Knowledge of community resources and ability to network
- Ability to plan, organize, set objectives, time frames, and prioritize
- Reliable personal vehicle with applicable Texas insurance is required

Qualifications: Education and/or Experience:

To perform this job successfully, an individual must have a knowledge and belief in “Housing First” philosophy and strategies. Bachelor’s degree in Human Services related field preferred, or

a minimum of 2 years degree in Human related services along with 2 years of related experience. Experience working with people experiencing homelessness preferred. Must have reliable transportation, a current Texas Driver's license and evidence of auto liability insurance. Proof of full COVID vaccination is required prior to being considered for employment at Recovery Resource Council.

Work Environment

This position currently requires a working from home environment during the pandemic or as CEO determines staff to begin working in a normal office work environment. A large part of this position requires field work to include sitting and standing for various lengths (may be extended period) of time and frequently driving for long distances. Involves travel, may include overnight. May require working evenings and weekends.

Please complete a short assessment by following this link:

<https://assessment.predictiveindex.com/c60/0507ed80-4ce2-4282-b040-4ce51d3c3eb4?type=candidateba>

Please submit your letter of interest to Sonny Muniz-Blake:

s.blake@recoverycouncil.org