



Housing Specialist

Job Description

Work Location:	Broward Behavioral Health Coalition, Inc.
Position Reports To:	Director of Housing & SOAR/Entitlements
Position Status:	Full Time/Exempt
Salary:	\$55,000 - \$60,000 (annually + benefits)

Position Summary:

The Housing Specialist is responsible for providing support to the Director of Housing and SOAR/Entitlements in the development and continued progression of the Housing and SOAR initiative that expands supportive housing options to individuals who experience behavioral health challenges. To support a comprehensive housing continuum of care, the Housing Specialist works collaboratively with the Director of Housing and SOAR Entitlements, current housing/homeless initiatives and representatives from housing finance agencies, county departments, DCF, homeless coalitions, other non-profit agencies, and the faith-based community. This position will be a subject matter expert in the PSH and housing first evidence-based practices, assist in training and technical assistance to the community, and will be a stand in representative for BBHC in local and state coalitions and committees.

General Duties and Responsibilities:

- Use data systems (such as HMIS, Carisk Portal) to retrieve and evaluate data for strategic planning and reporting.
- Assist in initiating and maintaining a Housing Directory which should include housing providers, programming, and other supports necessary for successful linkage, coordinated with HMIS and other resources.
- Trained to support programs using the VI-Service Prioritization Decision Assistance Tool (VI-SPDAT), as needed.
- Assist in overseeing utilization of Supportive Housing vacancies, and report availability to OCP and BYRP community providers.
- Assist in coordinating trainings and workshops for providers and stakeholders, including tenant rights and responsibilities, housing discrimination, communicating with landlords, tenancy supports, homeless-specific systems, and other best practices in PSH.
- Participate in Homeless CoC's committees and workgroups and One Community Partnership meetings.
- Assist the Director of Housing and SOAR/Entitlements with coordination, completion, and submission of PATH annual grant renewal, annual SOAR report, OAT reporting, and housing coordination reporting to DCF.
- Assist in monitoring housing performance outcomes, coordinating and completing fidelity reviews, and provides follow up technical assistance to individual agencies in accordance with CQI initiatives.
- Assist with working with the providers to offer technical assistance, supports, and other linkage needs.
- Assist with implementing the SOAR Initiative.
- Assist in facilitating SOAR Managers and Processors Meetings, oversee SOAR Quarterly reporting and OAT data.



- Assist in the approvals for Respite and Transitional Housing placements within the system.
- Manage assignments given by the Director of Housing and SOAR Entitlements.
- Reviews transitional housing and respite requests.
- Assist with transitional housing and respite operations including invoicing.
- Other duties as assigned.

Experience, Competencies, and Education:

Successful candidate must possess a bachelor's degree in human services or related field. Experience with providing housing services to the homeless or behavioral health population. Demonstrated experience in public policy and housing programming, including a working knowledge of the Housing First model.

Skills/Abilities/Competencies:

To perform the job successfully, an individual should demonstrate the following:

- Problem Solving – Identifies and resolves problems in a timely manner. Gathers appropriate and relevant information towards positive resolution.
- Oral Communication – Ability to communicate effectively with peers, consumers, management and executive leadership. Excellent interpersonal and team building skills. Can speak effectively before groups of customers or employees of the organization.
- Written Communication – Can fluently read and write in English, Spanish, Creole, or Portuguese preferred. Able to capture salient points in writing, uses correct grammar, writes clearly and succinctly. Can interpret a variety of instructions furnished in written, oral diagram, or schedule form. Also has the ability to draft routine reports and correspondence.
- Reliable – Can be counted on to be punctual with an acceptable attendance record. Ability to travel throughout the community for evaluation daily/weekly.

Mental and Physical Qualifications:

Good health as evidenced by acceptable health screening, ability to function effectively under stressful circumstances, and an acceptable attendance record.

Other Qualifications:

The candidate must be able to develop strong working relationships with the client population, be able to relate to individuals making significant life decisions, and be supportive of individuals' increasing independence. Approaches others tactfully and professionally, reacts well under pressure, follows through on commitments, accepts responsibility for own actions, and treats others with respect regardless of their status/position.

Works independently, prioritizes tasks, meets deadlines, and accepts professional guidance and supervision. Demonstrates accuracy and thoroughness in work tasks and monitors own work to ensure a high level of quality.

Has a valid driver's license and acceptable driving record. Will consent to background screening process as required by the State, based on holding this position of special trust to include fingerprint-based search of criminal records in Florida and nationally and drug testing.



I acknowledge that I have read and understand my responsibilities as they relate to this job description and that I have received a copy of this document for future reference.

Please send resumes and cover letters to jobs@bbhcflorida.org