

## **HOUSING SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work involving a responsibility for monitoring local Continuum of Care (CoC) funded housing programs (e.g., Rapid Rehousing and supplemental housing and/or emergency housing, when assigned to the Department of Social Services), while ensuring compliance with local, New York State and federal regulations to prevent homelessness. The work is performed under the general supervision of a higher-level housing administrator and supervision is provided to lower-level professional and/or technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees Continuum of Care (CoC) funded housing programs (e.g., Rapid Rehousing) supplemental housing and/or emergency housing programs in order to minimize the need for emergency housing and prevent homelessness;

Ensures compliance with guidelines set forth by the Department of Housing and Urban Development (HUD), local and New York state regulations;

Monitors program performance through the collection of data and research to ensure program requirements and goals are identified and met;

Enters data into the Homeless Management Information System (HMIS) so data can be analyzed to determine needs assessment, ensure compliance and determine future funding;

Assists clients to obtain emergency and/or permanent housing by providing outreach and obtaining services such as transportation needs, employment, etc.;

Interviews clients to obtain information on current housing needs and/or resolve housing problems;

Attends Continuum of Care (CoC) meetings, and acts as liaison to officials, landlords, community groups, etc. to gather and exchange information, provide recommendations and resolve problems regarding a variety of funded housing programs and to ensure clients' needs are met;

Acts as representative of the Coordinated Assessment Committee responsible for maintaining a homeless housing inventory and ensuring those on the list have a fair and equal opportunity for affordable housing;

Maintains an agency list of homeless individuals in Rockland County and coordinates services for those in need;

May research funding sources to assist in the preparation of grant applications;

May prepare reports, as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of federal, New York State and local social services laws and regulations of the Department of Housing and Urban Development (HUD); good knowledge of housing within Rockland County\*; ability to understand and interpret written material, especially as it pertains to federal and New York State regulations and guidelines pertaining to a variety of social services programs; ability to establish and maintain cooperative relations with public officials, general public and others; ability to communicate effectively, both orally and in writing; ability to interview others to obtain information on housing needs; ability to supervise the work of others; ability to maintain records and prepare a variety of reports.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (a minimum of sixty (60) credits) and six (6) years of experience involving public contact\*\* with clients or members of the public that must have included the resolution of housing problems, evaluating housing needs, and/or the interviewing of individuals and assessment of their housing needs; or

(over)

2. A Bachelor's degree or higher and four (4) years of experience involving public contact\*\* with clients or members of the public that must have included the resolution of housing problems, evaluating housing needs, and/or the interviewing of individuals and assessment of their housing needs.

\*To be demonstrated during the probationary period.

\*\*Public contact shall be defined as direct contact (e.g., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.