



Position: Housing Opportunities Program for Equity (HOPE) Housing Specialist

Program: HOPE

Supervised By: HOPE Direct Services Supervisor

Salary: \$45,000 - \$50,000

Purpose:

The Housing Opportunities Program for Equity (HOPE) Housing Specialist is a part of the HOPE team, under the direct supervision of the program's Direct Services Supervisor. The purpose of the Housing Specialist is to provide high level, comprehensive housing support services to a specific group of 25-30 low to high-risk participants who are NOT enrolled in our partnering Healthy Start or Nurse-Family Partnership (NFP) programs. This position is best for someone who is eager to develop or has a thorough understanding of both public and private housing sectors, including housing regulations, laws, policies, and trends. The HOPE Housing Specialist is expected to actively collaborate with various traditional and non-traditional stakeholders to ensure access to housing resources for participants, advocate on housing policies, and contribute to the creation of a more equitable housing landscape for Delaware County. This position plays a crucial role in the overall effectiveness of HOPE and directly impacts the quality of life and housing stability of the participants served through HOPE.

Qualifications:

- High school diploma required with more than seven years of experience; bachelor's degree or master's degree preferred.
- Bilingual in Spanish is preferred.
- Experience with and knowledge of utility assistance programs (CAP, LIHEAP, etc.) is a plus.
- Experience in Housing and Supportive Housing Services is a plus.
- Experience working with and delivering housing support services to vulnerable populations.
- Experience collaborating with other social service agencies and housing programs is a plus.
- Experience in Maternal and Child Health issues is a plus.
- Experience in crisis intervention and conflict resolution.
- Strong interpersonal communication and organizational skills required.
- CPR certification required or able to acquire upon hiring.
- Child abuse clearances as mandated by PA Act 33 required.
- Travel throughout Delaware County is required, applicant must have access to reasonable, reliable, and consistent transportation. Drivers license required.
- Must be able to work a flexible schedule, on rare occasions this may include some evenings and weekends.

Experience/Skills:

- Demonstrated ability to work independently and as part of a team.
- Experience in housing and supportive services and working with diverse populations, communities, and organizations.
- Advanced computer, typing, and data entry skills with the ability to use Microsoft Office Suite.
- Proven ability to work in a diverse and stressful environment with families that present multiple barriers.
- Excellent written and verbal communication skills are a must.
- Demonstrated ability of formal communication both written and oral, with external stakeholders (landlords, utility companies, etc.).
- Ability to establish good working relations with other professionals both internally and in the community.
- Willingness to engage in public speaking engagements with a diverse set of audiences ranging from program participants to industry professionals.

Responsibilities:

- Provide advocacy for families with utility companies and landlords when needed.
- Attend supervision with the HOPE Director and/or Direct Services Supervisor.
- Attend and participate in the TFDC Women's and Children's Services monthly departmental staff meeting.
- Adheres to all The Foundation for Delaware County and departmental policies and procedures.
- Maintains confidentiality of client, employee, and other confidential information covered by regulations and professional ethics.
- Ensure timely and accurate recording of client data in the WFS database.
- Maintains constructive relationships with internal and external stakeholders.
- Participates in outreach and recruitment strategies to identify potential program participants.
- Responsible for the completion of all screenings and assessments.
- Assist with the completion of grant reports as needed.
- Develop and curate relevant education materials for participants of the program.
- Enroll and recruit eligible families in the utility assistance programs and provide pertinent information and education.
- Other duties as assigned.

Physical Requirements:

- Able to sit and drive for lengthy periods of time to visit clients.
- Able to carry and move supplies for visits up to 25lbs.
- Will require fine motor skills for typing and writing notes and data entry.

Cover Letter:

- In addition to explaining your interest in the position, please answer the following question: ***In your opinion, why is access to safe and affordable housing a fundamental human right? Share your perspective on the significance of housing stability for individuals and communities. 2 pages max.***

The Foundation for Delaware County has the following mandates:

- Annual Influenza Immunization (during flu season)
- All new hires must have the COVID-19 (updated vaccine) before their start date.

As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.

The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County.

This position is grant funded and contingent upon grant funding. In the event the grant funding is exhausted, this position may be reduced in hours or eliminated.

Interested applicants should send a resume and cover letter to: HumanResources@delcofoundation.org