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**JOB DESCRIPTION**

**Bilingual Housing Specialist**

**Housing Programs Department**

full-time, salaried, non-exempt

**Casa Myrna** is Greater Boston’s foremost provider of solutions to end domestic and dating violence. The agency operates three residential programs in Boston for survivors and children made homeless by domestic violence and commercial sexual exploitation, a comprehensive range of advocacy and supportive services, and SafeLink, Massachusetts’ statewide 24/7 toll-free domestic violence hotline. Casa Myrna believes that every relationship should be safe and healthy, and works to end domestic and dating violence through education, awareness and prevention.

Survivors made homeless by domestic violence, or living in unstable situations, work with the **Housing Specialist** to identify, apply for, secure and maintain permanent, safe affordable housing. The Housing Specialist will implement Casa Myrna’s rapid re-housing initiative, Survivors Transitioning to Empowerment Program (STEP). Through STEP, survivors made homeless by domestic violence will move from homelessness to permanent housing quickly through temporary subsidies and support from Casa Myrna. The Housing Specialist reports to the Rapid Rehousing Program Coordinator.

**Principal** **Duties and Responsibilities**

* Provides support and guidance to Casa Myrna staff and survivors in acquiring and maintaining housing, and in preventing homelessness.
* Partners with survivors through Casa Myrna’s residential and community advocacy programs to develop a detailed permanent housing acquisition plan. The plan includes: an assessment of survivors’ strengths, barriers to housing and service needs; program expectations; barrier remediation; review of housing costs and assistance; and steps for increasing income.
* Partners with survivors to develop a stabilization plan with goals that includes: their relationship with landlord; addressing barriers to permanent stability; review of financial costs of maintaining housing; steps for increasing income and economic stability; and scheduled check ins with the Housing Specialist.
* Identifies and assess candidates for STEP, and assists them in moving into housing. Once housed, provides stabilization supports for at least two years.
* Assists program participants as needed to obtain documents needed to apply for housing.
* Assists program participants with accessing housing stabilization and homelessness prevention funds as available/necessary.
* Maintains updated information on housing, welfare regulations, and affordable housing options in the Greater Boston area through relationships with housing agencies, management companies, and landlords.
* Coordinates and/or accompany survivors to housing appointments as needed.
* Assists with logistics of moving into housing.
* Participates in related meetings, including weekly housing and community program meetings, quarterly all staff meetings, and meetings outside of agency as necessary.
* Provides referrals to Casa Myrna’s other comprehensive supportive services (including economic stability, housing, counseling, and legal advocacy) and other human service/social service agencies as appropriate.
* Maintains current and accurate records of services, updating database information, preparing periodic reports as required. Collects and reports program data, including but not limited to, data required for Casa Myrna database and funders.
* Ensure that all activities, supports and programs through Casa Myrna are conducted in a manner that is sensitive to and shows respect for the cultural and ethnic diversity for all Casa Myrna participants.
* Works as a team player with other program and agency staff.
* Develops own professional development plan and attends trainings, meetings, and conferences within Casa Myrna and in the community.
* Other related duties as assigned by supervisor and agency.

**Qualifications and Requirements**

* Committed to Casa Myrna’s values and mission of ending domestic and dating violence, and promoting social justice and social change.
* Experience working with survivors of domestic/dating violence, trauma and abuse, and with marginalized communities, particularly communities of color.
* Minimum of 2 years’ demonstrated experience providing similar housing services.
* Fluency in a language other than English required. Preference for Spanish, Portuguese, Cape Verdean Creole, or Haitian Creole.
* In-depth knowledge of affordable housing programs, requirements and regulations.
* Familiarity with Boston-area community agencies and resources, particularly those related to housing and homelessness.
* Demonstrated ability to utilize appropriate, non-judgmental communication techniques when responding to survivors that illustrates sensitivity to their experiences and needs. Ability to work and advocate in a collaborative style with diverse ethnic, cultural, linguistic, and socio-economic groups, as well as diversity based on ability/disability, sexual orientation and religion.
* Ability to prioritize and coordinate work at multiple sites; ability to work independently and in a team.
* Excellent interpersonal, communication, crisis management, organizational, and problem-solving skills.
* Promote an atmosphere of respect and cooperation; maintain confidentiality regarding program participants.
* **Strong** preference for candidates who identify as a member of a marginalized community as Casa Myrna works to be an inclusive and equitable organization.
* Ability to travel throughout Boston required; driver’s license and access to a vehicle preferred.
* Ability to work a flexible schedule, including evenings and/or weekends as needed.

**Salary:**  Salary commensurate with experience

**Location:** Boston

**Hours**: full-time (4 days and 35 hours/week)

**Benefits:** Casa Myrna offers: family friendly schedule; generous paid time off and holidays; health, dental, vision, and short term disability insurance; flexible spending account; health reimbursement account; retirement savings plan with employer match; and opportunities for professional development and training

*Casa Myrna is an equal opportunity employer committed to workforce diversity and hiring people with diverse life experiences. Survivors, people who are bilingual/bicultural, persons of color, people with disabilities, and LGBTQIA+ people are strongly encouraged to apply.*

Please submit cover letter and resume to [jobs@casamyrna.org](file://cmv-fp03/HR/AA%20-%20JOB%20DESCRIPTIONS%20FY12%20-%20FINAL/jobs@casamyrna.org).