



Helping Courageous Moms Lift Their Children Out of Homelessness

Position Description

Title: Housing Stabilization Specialist

Reports to: Director of Programs

SUMMARY:

Brookview seeks an experienced Housing Stabilization Specialist who will be responsible for the delivery of homelessness prevention and housing stabilization services to individuals and families living in the City of Boston.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

- Provide intakes with individuals and families seeking to secure or maintain housing
- Conduct comprehensive assessments to collect, financial, employment, housing, educational, and health information as appropriate to develop a re-housing and stability plan.
- Coordinate information and referral to local and state agencies that best meet participants needs,
- Conducts crisis intervention, as necessary.
- Return calls in a timely manner and to provide a high level of customer support and services to individuals of the program and walk-ins.
- Provide advocacy and financial education to participants seeking to improve their current housing situation due to a housing crisis,
- Assist participants seeking to obtain new housing with housing search and assistance.
- Develop support systems to meet participant needs by identifying and coordinating a variety of available services necessary to maintain independent living, self-sufficiency, and family stabilization.
- Monitor and verify services provided to each participant on a daily/monthly/weekly basis, determining quality and effectiveness of services provided.
- Monitor and update web-based data systems with participant updates; maintain case files

QUALIFICATIONS:

- Bachelor's Degree or Associates with a minimum of three years relevant experience preferred.
- Bilingual a plus
- Must be familiar with the impact of homelessness, substance abuse, and domestic violence.
- Experience working with and advocating for low-income families.
- Demonstrated group facilitation skills.
- Good interpersonal skills and be able to work independently and as part of a team.
- Proficiency in advocacy and mediation.
- Excellent written and oral communication skills.
- Proficient in MS Office and ability to quickly become proficient with other software programs including database software.
- Must be able to work some evenings and weekends.
- Must have driver's license and access to a vehicle.

Brookview House, Inc. is an equal opportunity employer