

# HOUSING VOUCHER SPECIALIST

<b>REPORTING TO: TITLE/NAME:</b>	<b>DEPARTMENT/DIRECTOR NAME:</b>
MADISON CAPARROS/SN. HOUSING MGR	SFSP/DONICA SNYDER
<b>REQUISITION ID NUMBER: (HR ONLY)</b>	<b>ANTICIPATED START DATE/SALARY RANGE:</b>
TBD	END OF JULY/START OF AUG / 65K

## JOB SUMMARY

Florence Crittenton Services is looking for a ***Housing Voucher Specialist*** to join our amazing team. The HVS will provide comprehensive, long-term case management to FloCrit pregnant and parenting youth, 18-25 years old, providing relational housing navigation support throughout the Denver Metro area.

## ROLE RESPONSIBILITIES

- Caseload management for FloCrit families with Housing Choice Vouchers or those residing in Project-Based Voucher units
- Conduct home visits to monitor housing needs and develop long-term housing stabilization plans
- Identify housing units and establish/maintain positive relationships with local property owners, landlords, and public housing authorities (PHAs)
- Assist in PHA initial applications, PHA orientations, PHA recertifications, and PHA Interim change forms, being a supportive liaison between the PHA's and our FloCrit families
- Assist families with their move-in process from beginning to end. Searching for housing, applying, signing the lease, and post-placement support
- Stay up to date on tenant rights and housing laws
- Maintain organized and up-to-date case notes and service outcomes on a database, staying in compliance with FloCrit standards and HUD (Housing and Urban Development) regulations, policies, and procedures.
- Collaborate with the rest of the Student & Family Support program team to connect families on your caseload to resources outside of housing that FloCrit provides support with (Vital documents, food, education, therapy, employment, etc)
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services

## CORE SKILLS & COMPETENCIES

- Working knowledge of Housing Choice Vouchers and Project Based Vouchers strongly preferred
- Working knowledge of HMIS preferred
- Must have computer experience (MS Word, Excel, and databases)
- Must be detail oriented and have strong communication skills
- Must provide relational case management

## EDUCATION AND EXPERIENCE

- High school diploma required, two- or four-year degree preferred
- Two years' minimum experience in housing case management can be equivalent with experience at Public Housing Authorities, Youth Case Management, and/or lived experience with a Housing Choice Voucher
- Experience working with pregnant and parenting youth or similar populations is highly desirable
- Must have reliable transportation and a valid driver's license

# HOUSING VOUCHER SPECIALIST

## PHYSICAL REQUIREMENTS

---

- Sitting at a desk for extended periods while working on a computer is common.
- Able to lift 50 pounds occasionally and/or 25 pounds frequently.
- Work may involve additional hours during the evenings.
- While performing the duties of this job, the employee is regularly required to talk or listen.
- Specific vision abilities required by this job include close and distant vision and the ability to adjust focus.
- This job requires close and distant vision, as well as the ability to adjust focus

## BENEFITS & COMPENSATION

---

- Excellent Health, Dental, and Vision
- Generous Paid Time Off Honored
- Company Paid Holidays
- Match to 401K Contribution
- Short-Term & Long-Term Disability
- Employee Assistance Program
- Competitive Salary – starting at 65K

### OUR FLOCRIT COMMUNITY VALUES

---

*Mission Focused, Teamwork, Respect, Learning & Development, Ownership & Accountability, Fun & Celebration*

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

---

*Any form of harassment or discrimination specified by federal, state, or local laws is prohibited by Florence Crittenton*