



### **Housing Specialist**

We are a non-profit organization that works with adults with intellectual and developmental disabilities. We are looking for individuals to support our clients with locating and securing affordable and low-income housing. We are looking for a housing specialist who will be supporting clients in the Washington/Multnomah/Clackamas areas. The housing specialist will drive their personal vehicle while driving the client between counties to locate housing.

#### **The ideal candidate will have an understanding of:**

- Fair housing
- Housing related resources
- Tenant-landlord laws
- Rent Well class
- Affordable housing Programs
- Working with and communicating with a diverse population
- Ability to access housing resources

#### **Skills Required:**

- Patience
- Strong ethics
- Punctuality
- Flexibility; Ability to adapt to changes
- Strong communication skills, both verbal and written
- Communicate with team members on any issues or concerns regarding services
- Meet organizational and administrative deadlines
- Ability to work independently and as part of a team
- Ability to access the internet and complete forms, emails, schedules, etc..
- Ability to have confidentiality with all client and HI files
- Ability to manage your own schedule and post for the team
- Ability to work evenings and weekends as needed
- Ability to creatively research housing options
- Previous experience working with individuals with Developmental /Intellectual disabilities is a PLUS
- Bilingual is a PLUS

#### **You must have the following:**

- Current CPR and First Aid card
- Valid driver's license
- Reliable personal transportation

- Proof of car insurance
- Ability to pass a national background check

Part and Full time positions are available

**Pay:**

DOE

**Benefits:**

Healthcare, holiday pay, vacation, sick leave, and life/disability available for permanent full-time positions

**Required license or certification:**

- Valid driver's license required; CPR & First Aid; Car Insurance