



## **Job Announcement: Housing Support Specialist (Shelter Services)**

The Judeo-Christian Outreach Center is seeking a motivated, compassionate and organized individual to fill the position of Full-Time Housing Support Specialist in the Emergency Housing Program (shelter services) located in Virginia Beach's new Housing Resource Center located at 104 N. Witchduck Rd. The position will play a vital role in engaging homeless guests through a trauma informed approach and work to assist them access housing in the shortest amount of time possible. Those services will include permanent housing assistance, employment and/or disability benefits assistance, and referrals to community resources to successfully move guests toward their housing goals. The candidate must be willing to work as part of a team to promote the goals of the program and agency. Responsibilities and tasks include but are not limited to: providing direct service delivery and engagement, conduct evidence based assessments, intake interviews for assigned cases; maintenance of resident files; meet with clients on a daily/weekly basis to discuss housing options and progress toward housing goals, financial literacy/budgeting, employment search, education, mental health and substance abuse issues, as well as any other issues that may come up pertaining to individual guest needs. The Housing Support Specialist also focuses on an in-depth assessment of guest's needs and goals by accurately describing all appropriate assistance programs available to the guests; assisting the guests work towards their best housing option, determining which community resources best meet their needs; assisting the guest in setting up appointments with these programs in house or in the community; and assisting them eliminate any other barriers to permanent housing. The position is required to enter data for guests receiving any services into a web-based system (HMIS), including service utilization and client demographics. **The position works Monday through Friday from 7am-4pm with some on-call duties that will include weekends. The position is considered an essential employee during a crisis situation such as COVID-19 or inclement weather.** The position reports to the Program Director and requires a 4-year degree in Human Services, Social Work or any related field. The position requires at least 2 years' experience working with homeless or at-risk population. HMIS and SOAR experience is preferred. Knowledge of Housing First principals, Trauma Informed Care and SPDAT assessments is required. Candidate must be able to navigate stairs and have the ability to lift at least 25 pounds. Drug screen and background check is required. Fringe benefits offered include medical, dental, vision, 401k, life insurance and short-term disability.

Interested candidates please send a cover letter, resume and 2 professional references to Todd Walker, Executive Director at [twalker@jcoc.org](mailto:twalker@jcoc.org) no later than April 30<sup>th</sup>, 2021.

Job Type: Full-time

Salary: \$35,500-\$39,500

1053 Virginia Beach Boulevard, Virginia Beach, VA 23451

Office: (757) 491-2846 Fax: (757) 425-2607 Email: [jcoc@jcoc.org](mailto:jcoc@jcoc.org) Web: [www.jcoc.org](http://www.jcoc.org)