



Housing Specialist

Here's To Life is growing rapidly and is hiring a **Housing Specialist**. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications but have sufficient experience and talent.

Here's to Life (HTL) is one of Atlanta's leading providers of specialized substance abuse treatment specific to the HIV-positive Men who have Sex with Men (MSM) and Transgendered communities. Since 2007, we have provided an innovative, culturally appropriate integration of primary health care with addictive disorder care for the homeless, HIV-positive MSMs, and Transgendered populations. Our innovative method begins with medical or social detoxification and mental health stabilization and segues into professionally facilitated, peer-infused recovery support services. Our approach encompasses a multidisciplinary team approach consisting of well-trained/licensed addiction professionals, social scientists, and peer-led recovery coaches.

Here's To Life is a holistic harm reduction model that uses a client-centered approach to provide treatment on demand. It focuses on behavioral health outreach to facilitate relationships between healthcare providers' practices and agencies addressing the various social determinants of health.

Responsibilities: A Housing Specialist performs various office activities to implement the HOPWA TBRA, Emergency, and Transitional Housing programs, or other rental assistance programs. Explaining, interpreting, and applying HUD and Here's To Life, Inc. policies, procedures, and regulations in accordance with applicable federal, state, and local laws and regulations; acting as a liaison while working with interested or participating landlords, rental agencies, community organizations, service agencies, and charitable groups to provide information on needed resources; determining initial and continuing eligibility and qualifying participants; counseling participants as to sources of additional supportive services; completing interim and annual recertification of participants; and negotiating and preparing contracts between participants, landlords, and other housing agencies. Other housing program responsibilities include recruiting participants for special programs (example: Family Self-Sufficiency, TBRA); conducting new participant orientation; administering policies and procedures; providing participant support by developing goals and participant program objectives; mediating landlord/participant issues; and learning HUD guidelines, rules, and regulations. This class performs related duties as required.

QUALIFICATIONS

Employee Values: All employees of Here's To Life, Inc. are expected to uphold and exhibit the Agency's shared values of Knowledge, Respect, and Integrity. Minimum Qualifications Required. Graduation from high school or GED. Good (1 - 3 years) experience and/or training in the Section 8 HCV program and/or other housing assistance programs (example: Family Self-Sufficiency, Home Partnership, TBRA, Affordable Housing Assistance for Families). Substance Abuse Testing. **Preferred/Desirable Qualifications.** Certification or a comparable training agency as a Housing Specialist for the Housing Choice Voucher program is highly desirable.



ESSENTIAL FUNCTIONS

Communication: Communicates with participants and property owners to explain the responsibilities of the Housing Program(s) or other tenant-based rental assistance programs, provide housing assistance to low-income families, and establish and maintain effective working relationships. Prepares and reviews lease documents between participants and landlords to ensure participants are aware of and understand the lease's provisions.

Manual/Physical: Compiles and maintains tenant case load records to document tenant status and facilitates report preparation. Operates a personal computer (PC), calculator, and typewriter to update case files, complete reports, calculate assistance, input data, and create correspondence.

Mental: Comprehends and makes suggestions from written documents and material to establish eligibility for programs, determine rent subsidy, verify eligibility for recertification, and complete rental assistance data. Prioritizes initial and annual certification of housing assistance by established deadlines. Checks proposed rents, income verification, and asset verification. Verifies and inspects requests for lease approval to ensure eligibility and compliance with regulations.

Ability To: determine client and tenant eligibility for the Housing Program(s) and other housing assistance program(s); qualify and recertify applicants and participants for participation in the Housing Choice Voucher program and other housing assistance program(s); manage a housing caseload to facilitate effective, efficient, and timely service delivery.

Job Type:

Full-time \$42,000 Salary

Benefits:

- 401(k)
- Dental Insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Available for Weekend and Evening outreach efforts
- Work Location: In person

Here's To Life, Inc. is an Equal Employment Opportunity and Affirmative Action Employer. Black, Indigenous, and all other People of Color (BIPOC), women, LGBTQ+ individuals, veterans, and people living with HIV or other disabilities are strongly encouraged to apply.

Please feel free to contact Charles Shackelford – Sen. Admin Assistant @
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