



CLINTON, EATON, INGHAM & SHIAWASSEE Counties
CACCS is an Equal Opportunity Employer.

August 4, 2020

TO: **C.A.C.S. EMPLOYEES & RECRUITING SOURCES**

FROM: Pamela Elise *pee*
Stability Services Director

This announcement is for the following (2) positions:

Homeless Assistance Programs Specialist

TEMPORARY - CARES ACT Funded

Entry Level: \$16.01/Hour

Full-Time: Up to 40 Hours/Week

Location

Shiawassee County Service Center and Michigan Works! (Owosso)

Direct applications and/or inquiries to:

Misty Van Kampen, Homeless Assistance Programs Coordinator
1301 Renssen Street, Lansing, MI 48910
(517) 393-7077, ext 651

To be Considered for This Position,

An Agency Application*

MUST BE SUBMITTED.

This posting will remain open until filled.

***CACCS's Agency Application can be accessed at:**

https://cacs-inc.org/about-us/career-opportunities

Or apply online at: https://cacsinc.applicantpro.com/jobs/

Current CACCS Agency Employees may submit a Letter of Interest

" A Community Action Agency "

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACCS will provide reasonable accommodations for access to services/employment.

1301 RENSEN STREET • LANSING, MICHIGAN 48910
TELEPHONE (517) 393-7077 • TDD 800-649-3777

Capital Area Community Services, Inc.

Job Description

Title:	Homeless Assistance Programs Specialist <i>TEMPORARY – CARES ACT Funded</i>	Department:	Program Operations
Reports To:	Homeless Assistance Programs Coordinator	FLSA:	Non-Exempt
Supervises:	None	Updated:	August 3, 2020

General Summary

Under the daily supervision of the Homeless Assistance Programs Coordinator, and in coordination with the Stability Services Director, this individual will provide housing case management services that include arranging, coordinating, linking and monitoring the delivery of services that assist participants to obtain and sustain housing through the agency's Homelessness Assistance Program(s) in Shiawassee County.

Essential Functions

1. Develops a Housing Plan with clients identified as having "an immediate housing need" and meets with them a minimum of once monthly to update and modify the plan, as necessary. Monitors and evaluates client progress based on projected outcomes of the Housing Plan.
2. Links clients to mainstream resources to meet unmet needs and assist in completing applications for assistance as may be necessary. Works one-on-one with clients to address budgeting issues. Provides referrals to other resources and coordinates resources to eliminate duplication of effort.
3. Assists clients in placement in appropriate, safe, clean and affordable housing units. Assists clients with completion of necessary forms to access housing, if necessary.
4. Educates clients on issues of renter expectations, renter/landlord conflict resolution, and tenant rights. Provides or refers to housing counseling as appropriate.
5. Completes HQS inspections and conduct home visits to monitor client progress and stability.
6. Cultivates relationships with landlords willing to provide housing for program participants.
7. Maintains client files with all required documentation, including releases of information, case notes, signed HMIS data privacy, and releases of information, income eligibility, assessment, direct and referral services, follow-up and other client contact.
8. Prepares and provides all required client information for data entry into DBA and HMIS; and enter all required data into DBA and HMIS. Evaluates HMIS data quality on an ongoing basis.
9. If assigned to a designated MSHDA Housing Assessment and Resource Agency:
 - Responsible for the HARA process in assigned County, including screening clients, providing prevention and re-housing services, applications for direct services and information/referral services. Additionally, this position may oversee the Housing Choice Voucher (HCV) Homeless Preference waiting list for the assigned county.
 - Ensures eligible people are entered on the HCV list and re-verify homelessness status every 120 days. Must be knowledgeable of community Project Based Voucher (PBV) units and make contact with the PBV management company at least quarterly regarding availability of units.
10. Actively participates in the applicable MSHDA, HUD, MDHHS grant application(s) and review processes.
11. Works cooperatively with staff and participants to meet Project objectives. Works cooperatively as part of the Service Center Delivery.
12. Assists with special projects upon request.

The above statements are intended to describe the general nature of and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such person.

Recommended Employment Qualifications

Education

The job requires knowledge normally acquired in two-four years of college and/or specialized training acquired in vocational, trade or business school with course work in human or social services.

Skills/Experience

- At least three years' experience with non-profit housing programs.
- Commitment to working to provide safe, decent affordable housing.
- Working knowledge of HMIS; advanced knowledge preferred.
- Self-motivated and able to work productively with minimal supervision.
- Strong public presentation skills and professional orientation.
- Strong interpersonal and communication skills, both oral and written.
- Demonstrated ability to determine income eligibility for applicants.
- Ability to work with a diverse population in an effective manner.
- Adept at using various software programs.
- Local travel to different sites required using own vehicle.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

THIS IS A TEMPORARY POSITION FUNDED THROUGH ECONOMIC RELIEF FUNDING
The Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Full Time: 40 Hours/Week

Entry Level: \$16.01/Hour

Remote Assignment: Partial or rotating possible following Training and Probationary Period

Agency established full benefit package (after 90-day probationary period)

Expected Duration: To September 30, 2021

Capital Area Community Services, Inc. is an Equal Opportunity/Affirmative Action Employer (EOE and M/F/Disability/Veterans.) We are a drug free workplace, with pre-employment drug screening required. Employment is contingent upon successful completion of a background investigation.