



Position: Housing Specialist
Department: Interim Housing

OPCC and Lamp Community are now one.

Summary

In coordination with the Coordinated Entry System (CES) and agency-wide programs, the Housing Specialist will be responsible for timely processing of applications for housing assistance to determine client eligibility according to guidelines and maintenance of agency housing resources and referral contacts while acting as the agency point of contact to outside housing partners and service providers.

Essential Duties and Responsibilities

1. Assess clients' legal, financial, social, medical, and psychological needs as related to their housing search
2. Assess clients' eligibility for public assistance; provide referrals and advocacy to access those benefits
3. Locate housing resources and coordinate with CES, landlord(s), HACLA, and DMH
4. In coordination with advocate, mediate conflicts between clients and landlords to promote housing stability
5. Maintain up to date, accurate, and complete data and progress notes, records, and communication logs regarding referrals, housing applications, and coordination with outside partners and as required by the project and its funding sources
6. Work cooperatively and cohesively with Lamp colleagues to promote seamless delivery of services to members
7. Maintain a current, thorough knowledge of community and housing resources for agency staff to access
8. Advocate on behalf of clients to law enforcement, government agencies, social service agencies, educational institutions, medical and legal professionals, and others to ensure equitable access to housing
9. Develop effective, trusting relationships with members
10. Establish and maintain effective working relationships and act as primary contact with CES, HACLA, DMH, and other community housing partners and service providers
11. Ensure all paperwork and data collection is complete, timely, accurate, and current in agency records, member charts and electronic databases

Qualifications

1. Bachelor's degree preferred; or a minimum two years' experience working with homeless individuals, preferably those living with mental illness and/or substance addictions, or an equivalent combination of education and experience
2. Knowledge of housing and social service providers and programs, and of local and federal government benefits and entitlements
3. Able to work in a high tolerance Harm Reduction model with Members who have multiple barriers
4. Able to evaluate data/information and make decisions in accordance with established policies, procedures, and guidelines
5. Detail oriented with strong time management, organizational, written and verbal communication skills
6. Computer literate; able to effectively use computerized database for client file management, with basic skills in Microsoft Word, Outlook, and Excel programs
7. Experience working in a community-based setting and as part of a team
8. Skilled in non-violent crisis intervention
9. Able to obtain and maintain CPR/1st Aid certification
10. Current, valid California Driver's License with an acceptable driving record and reliable vehicle
11. Minimum 30 WPM typing speed preferred

The People Concern -- OPCC and Lamp Community United -- have many service locations in downtown LA and Santa Monica, and we offer a competitive salary and excellent benefits. We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action, and will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the FCIHO. We strongly encourage

women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Apply with salary expectations, cover letter, and resume via email

jobs@lampcommunity.org

OR

Mail:

OPCC/ Lamp Community Human Resources

526 San Pedro ST

Los Angeles, CA 90013

OR

Fax:

323-940-4759