

## Harbor Interfaith Services, Inc. | Housing Prevention Specialist | Job Description

**Harbor Interfaith Services (HIS)** is a non-profit organization based in San Pedro, with a mission to provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles, Service Planning Area (SPA) 8.

Harbor Interfaith Services is looking to add a full-time Housing Prevention Specialist to our team. This position is a full-time role with a set schedule of 8:30am to 5:30pm Monday through Friday. The Housing Prevention Specialist will provide financial literacy and budget counseling as well as case management to clients in order to maintain secure housing and stability. Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) employee-contribution plan, sick leave, vacation leave and paid holidays.

### Key responsibilities:

- Developing and maintaining a thorough understanding of rules and guidelines for providing homeless prevention financial assistance
- Conducting assessments and determining eligibility for financial assistance for referrals received
- Conducting in-person case management appointments to complete application for financial assistance and provide financial counseling and case management referrals for supportive services to help participants develop ongoing stability plans
- Accurately and efficiently processing paperwork for eligible participants in accordance with the parameters of the funding source for households determined eligible
- Communicating with landlords, if appropriate, on status of participant's application
- Completing all HMIS data entry, including client profile, entry/exit screen and service transactions
- Maintaining a working knowledge of referral sources for housing, vocational and other relevant sources
- Assisting clients in developing and implementing goals and objectives to attain and maintain housing stability
- Attending staff meetings, trainings, and case conferences and completing other duties as assigned

### We would like to speak with you if:

- You have a Bachelor's degree in social work or a related field, or 4 years of equivalent social services experience with an emphasis on case management.
- You have a background in substance abuse and recovery and the ability to listen with sensitivity to others' feelings, needs, and points of view.
- You have the ability to demonstrate tact and courtesy while projecting a positivity.
- You are familiar with the Harm Reduction and Housing First models of service delivery.
- You have a valid California driver's license and adequate auto insurance.
- You have a valid California driver's license, a clean driving record with no more than two driving infraction points, and adequate auto insurance.

### About Harbor Interfaith

We offer an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, gender identity or expression, marital status, parental status, housing status, or other protected status.

If you are interested in this position, please send your resume and contact information to the attention of Human Resources at [hr@harborinterfaith.org](mailto:hr@harborinterfaith.org). Please note that we are not able to accept direct inquiries via phone for this position.

*Harbor Interfaith Services is an at-will employer, meaning we or our employees have the right to terminate the employment relationship at any time, for any reason, with or without cause.*