

Harbor Interfaith Services, Inc. | Housing Retention 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.

Harbor Interfaith Services is looking to add a full-time Housing Retention 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 Retention Specialist assists families in the Coordinated Entry System to ensure permanent housing is retained. **Please note that this is not a remote opportunity.** Team member benefits include medical, dental, vision, and life insurance covered by HIS, a 403(b) retirement plan, sick leave, vacation leave and eleven paid holidays.

Key responsibilities:

- Conducting follow up home visits to ensure housing retention and lease agreement compliance.
- Utilizing Critical Time Intervention to ensure effective transition from homelessness to housing and strengthening their network of support in the community.
- Initiating contact and establish a working interaction with for the purpose of providing assistance with housing retention and access to needed services.
- Working with Housing Navigators from other agencies in SPA 8 to provide needed support.
- Maintaining complete client records, daily activity logs, mileage logs, and other reports as directed.
- Establishing and maintaining positive, productive working relationships with mental health programs, health care providers/clinics and providers of services and resources to homeless persons.
- Attending staff meetings, case conferences, training workshops and community meetings as needed.
- 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.
- You are familiar with the Harm Reduction and Housing First models of service delivery.
- You are bilingual (English/Spanish) – preferred but not required.
- 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.

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.

Harbor Interfaith participates in the E-Verify program.