Job Summary

The Housing Assessor works to assess families who have come to shelter. Their daily tasks consist of completing assessments, updating the tracking sheet, communicating with shelter staff concerning needed documents, coordinating services with other departments, reaching out to clients in shelter and being proactive concerning the maintenance of files. Much of the Housing Assessors day is client centered. This requires the ability to de-escalate, empower and advocate for our population.

This position requires flexibility in both personality and schedule which will entail working some late shifts in order to engage a highly vulnerable population. This passionate self starter will work for an agency that is both the state’s largest nonprofit housing provider and the state’s largest homeless shelter where assistance is given to individuals and families experiencing homelessness.

Duties and Responsibilities

- Complete assessment for eligibility
- Maintain and update tracking list
- Maintain files
- Agency outreach to clients
- Collaborate with program supervisor in ensuring program fidelity, documentation accuracy and intra-agency collaborations
- Attend collaborations meetings
- Other duties as assigned
Skills

- Strong interpersonal skills and ability to work with diverse populations
- Excellent writing and documentation skills
- Excellent organizational skills
- Willing to be a proactive member of a team
- Strong belief in the housing first model
- Ability to work with community partners
- Self-starter and self-directed
- Ability to become proficient with multiple databases and excel

Qualifications

- Must have a High School Diploma or equivalency

Experience

- Experience working with diverse populations and property management

Instructions to apply

To apply, please email resumes@theroadhome.org. Please include the job title in the subject line.

*A pre-employment screening is required and includes job application, reasoning test, criminal background check and drug test.*