

Tri-County Aging Consortium

EXTERNAL JOB POSTING BULLETIN

Job Requisition Number	Posting Date	Due Date	Pay
041317	April 13, 2017	Until Filled	Grade 10, Step 1 \$17.7508/hr \$36,922/annually
Job Title Housing Specialist (Full Time)			
Location Main Office			

General Responsibilities: Assists individuals who are transitioning from a nursing facility into the community to find suitable housing. Completes assessment of participants with a focus on Person Centered Planning and client direction. Works closely with staff and community members to increase housing options for long-term care beneficiaries.

Essential Job Functions: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions.)

1. Work as part of a team to accomplish the goals of Nursing Facility Transition Program.
2. Practices and advocates for Person Centered thinking throughout all work duties.
3. Assist individuals transitioning from nursing facilities into the community to find suitable, affordable, available housing which reflects their personal preferences. Work with staff at MI Choice Waiver Agencies and Centers for Independent Living in the area to find housing options for those wishing to transition. Coordinate housing services with other organizations in the service area. Ensure broad coverage and avoid duplication.
4. Work with property developers and managers to influence and/or increase the availability of affordable and accessible housing options for individuals desiring to transition from a nursing facility.
5. Develop and/or coordinate a comprehensive database registry for available housing, including rental housing and handicap accessible housing. Directly engage landlords and property managers to list their rental properties.
6. Quickly identify and actively participate with grassroots stakeholders, local housing authorities and Fair Housing Commissions to develop housing options for individuals transitioning from nursing facilities.
7. Collaborate with other Housing Specialists to develop policies and procedures regarding the process of transitioning individuals from nursing facilities and develop best practices to secure housing for individuals transitioning from nursing facilities.
8. Engage in advocacy efforts and collaborate with the Michigan Department of Health and Human Services, the Michigan State Housing Development Authority, and other stakeholders to develop increased housing options for individuals transitioning from nursing facilities.
9. Develop unique solutions to meet the housing needs of individuals desiring to transition from nursing facilities.
10. Attend quarterly Nursing Facility Transition Housing Workgroup meetings. Submit quarterly reports on activities. Prepare data and reports as required by the Agency, the State or Federal funders.
11. Provide housing information and resources to the community. Be available as a resource.
12. Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

Knowledge, Skills & Abilities:

- Commitment to the organization's missions and goals.
- Computer skills sufficient to learn specific departmental software programs.
- Ability to maintain confidential information regarding all aspects of client, volunteer, employee and agency information.
- Ability to work independently or as part of a team.
- Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors.
- Ability to represent the Agency in a professional manner.
- Must be able to adjust priorities to meet deadlines in a timely manner.

- Ability to meet department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.

Requirements:

- An Associate's Degree is required. A Bachelor's Degree is preferred. Course work in Human Services is strongly favored.
- A minimum of 2 years experience in human services required. Knowledge or experience in housing preferred.
- A valid Michigan driver's license in good standing (less than 4 points)

Working Conditions:

- The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. Regular, travel to other sites is required and exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures increases.
- Physical mobility is required for sitting, walking, standing, bending and lifting/holding/carrying objects of up to 20 pounds. Must be able to drive. Ability to enter and access information using a computer. Must be able to communicate effectively with clients, co-workers volunteers and vendors in person and over the telephone.
- Sensory requirements include exposure to uniform temperatures, conversational noise levels and everyday office activities.
- Mental requirements include the ability to handle varying levels of stress.

Health Insurance Portability and Accountability Act (HIPAA):

All employees who have access to health information whose confidentiality is protected by the HIPAA Privacy & Security Rule are required by the Rule to receive training so that they have an understanding and knowledge of the Privacy & Security Rule that corresponds to their job duties. Training on the requirements of the HIPAA Privacy & Security Rule and the plan's health information policies and procedures under the direction of the plan privacy & security officer(s) is a prerequisite for this position. Employees who violate the requirements of the HIPAA Privacy & Security Rule will be subject to discipline up to and including termination.

Reports to: Transition Housing Supervisor

Work Location: Lansing, MI

Base work schedule: Monday through Friday, 8:00 a.m.- 5:00 p.m. Occasional evening and weekend hours may be required

Applicants must submit a resume, cover letter and Tri-County Office on Aging application by email to hr1@tcoa.org. You may also apply in person at Tri-County Office on Aging, 5303 S. Cedar, Suite 1, Lansing, MI 48911. Applications for TCOA positions may be found at <http://www.tcoa.org>

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