

Housing Specialist

Best Place to work 2023!

We are looking for a patient, empathetic people who want to help and make a difference in the lives of individuals and families needing housing assistance – either an immediate need for shelter or imminent homelessness.

What you will do

- You'll participate in a training program to thoroughly prepare you for this critical role
- You will take calls from clients in need of housing assistance, listening carefully and assessing their housing circumstances.
- You will provide information and coordination with community resources to help resolve housing matters.
- You will document communications, ensuring continuity and follow-up as needed.

When and where you will work

- We offer a hybrid work environment from home and from the office.

Temporary opening: Saturday, Sunday, Monday 8:00am - 4:30pm (24 hours per week)

Training takes place Monday – Friday, 8a – 4:30p regardless of work shift, for approximately 8 weeks. After job training, position will be hybrid (in office and remote).

Temporary Full-Time, and Temporary Part-Time. The temporary full-time positions are 40 hours per week for a 6-month period and could convert to regular full-time.

Why you should work here

- Competitive pay **\$21.00 per hour** plus shift differential, as applicable
- Additional \$0.75 per worked hour for certified Spanish- or Portuguese-speaking staff (\$1.50 per hour worked for both languages) after 90 days
- Opportunity to work as part of a team passionate about raising the quality of services in our state

Get hired and get \$1,500!*

- \$500 in the payroll following 30 days on the job
- \$1,000 in the payroll following 90 days on the job

**Applies to those new to United Way of CT only*

Who you are

- You have at least a High School or GED, and ideally a Bachelor's or Associate's degree in related field such as social work, psychology, or counseling.

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- You have either experience in the social services field or experience working in a call center or customer service capacity.
- You are good at multi-tasking and are comfortable providing support to many callers in short succession while working independently.
- You are comfortable with technology.

APPLICATION DEADLINE IS February 18, 2023

Please apply through our company's website:

<https://recruiting.paylocity.com/recruiting/jobs/Details/1494837/United-Way-of-Connecticut-Inc/Housing-Specialist>

United Way of Connecticut, Inc. endeavors to make www.ctunitedway.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

United Way fights for the health, education, and financial stability of every person in every community. We unequivocally denounce racism and ethnic discrimination in all forms, and we remain committed to building a future of greater opportunity and true equity for all people living in our communities. We act by tackling the structural barriers to equity from past and present systemic racism that have impeded the health, safety and wellbeing of traditionally marginalized people.