

JOB DESCRIPTION		
JOB TITLE: Housing Specialist	JOB NUMBER: JOB GRADE:	Approved:
REQUIREMENTS: SPECIALIZED TRAINING OR BACKGROUND EXPERIENCE (AMOUNT AND TYPE) BA or equivalent combination of education and experience in providing assistance in housing-related issues to the elderly and/or disabled. Knowledge of housing regulations and funding through federal and state agencies such as HUD and MSHDA, and local Public Housing Authority. Familiarity with Medicaid/Medicare; experience planning and organizing housing resources and available services for the elderly. Working knowledge of MS Office software, Internet and Outlook e-mail. Familiar with landlord/tenant laws in Michigan and/or housing referral experience.		
GENERAL JOB DESCRIPTION: As part of a team, collaborate with and services as a liaison between property owners, leasing agents, and consumers to assist with housing-related or residential setting issues: (1) for persons residing in PSA 1A, and (2) to facilitate the transfer of eligible nursing facility residents to community living. Provide information and assistance to consumers. Respond to urgent and emergent consumer requests for housing related services such as furnace repair and make referrals to appropriate agency.		
DUTIES:	LIST THE PRINCIPAL DUTIES OF THIS JOB. ALSO, DESCRIBE ANY SPECIAL CIRCUMSTANCES, REQUIREMENTS OR RESPONSIBILITIES WHICH ARE IMPORTANT IN EVALUATING THE JOB.	
1.	<p>Provide support for individuals transitioning from nursing facilities, including:</p> <ul style="list-style-type: none"> a. Assist individuals transitioning from nursing facilities into the community to find suitable, affordable housing that reflects the individual's choices and priorities as determined through person-centered planning. b. Work as part of a team to accomplish the goals of the Nursing Facility Transition Program. This includes coordination with the Contractor in a well-defined role focused on transition outcomes. c. Coordinate housing services with other organizations in the service area, especially other Contractors and Centers for Independent Living. This involves deliberate teamwork to ensure broad coverage and avoid duplication (e.g., a rental manager would not be asked to provide information on open units to more than one database). d. Develop and/or coordinate a comprehensive database/registry for available rental housing. Directly engage landlords and property managers to list their rental properties. e. Collaborate with other Housing Specialists to develop best practices to secure housing for individuals transitioning from nursing facilities. f. Attend and participate in quarterly Nursing Facility Transition Housing Workgroup meetings. g. Provide data to the MFP Project Specialist as needed for federal grant reports and other purposes. <p>2. Contribute to the development of additional housing options for long-term care beneficiaries, including:</p> <ul style="list-style-type: none"> a. Work with property developers and managers to influence the availability of housing, especially accessible units. b. Actively participate with community entities involved in housing development (e.g., local housing authorities, Fair Housing Commissions, developers, funders) to influence local planning and develop additional housing options (e.g., targeted vouchers) for long-term care beneficiaries. c. Collaborate with MDCH, the Michigan State Housing Development Authority, Michigan Disability Rights Coalition, and other state-level stakeholders on development initiatives. d. Develop and present presentations for training and informational purposes. <p>While it is understandable that a Housing Specialist may take on an occasional nursing facility transition participant whose sole barrier to transitioning to the community is the need for housing, Housing Specialists should not have an ongoing caseload. The role of the Housing Specialist should be to assist the Transition Specialist with finding housing for persons</p>	

transitioning from the nursing facility. They should not perform the duties of a transition

SUPERVISION: TITLE OR IMMEDIATE SUPERVISOR OF EMPLOYEE HOLDING THIS JOB

SUPERVISOR OR DEPARTMENT: Transition Services Manager

TYPE OF SUPERVISION UNDER WHICH JOB IS PERFORMED:

[] CLOSE [] MODERATE GENERAL [] SLIGHT

SALARY RANGE:

RESPONSIBILITIES:

	S/N	Mod.	Cons.	GRT
Contact with employees within the agency.	[]	[]	[X]	[]
Contact with people within the community.	[]	[]	[]	[X]
Handling money.	[X]	[]	[]	[]
Handling of confidential information.	[]	[]	[]	[X]
Judgment and analytical ability required.	[]	[]	[X]	[]
Initiative and ingenuity required.	[]	[]	[X]	[]
Ability to analyze budgets.	[X]	[]	[]	[]
Report writing skills.	[]	[]	[X]	[]

Key: S/N = Slight to None; Mod. = Moderate; Cons. = Considerable; GRT = Great

JOB TITLE:

RS Transitions Specialist

DUTIES CONT'D.: LIST THE PRINCIPAL DUTIES OF THE JOB. ALSO DESCRIBE ANY SPECIAL CIRCUMSTANCE, REQUIREMENTS OR RESPONSIBILITIES WHICH ARE IMPORTANT IN EVALUATING THE JOB.

3. Maintains database of referrals and transition activities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED IN THE JOB POSITION: LIST PRIMARY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to travel w/in the service area, & to spend considerable amount of time out of office
- Demonstrated knowledge about the available programs and services
- Ability to deal tactfully with wide range of people
- Excellent oral and written communication skills.
- Ability to work with moderate supervision.
- Ability to set goals, priorities, and manage time effectively.

I, _____, acknowledge and understand the requirements and duties listed in the above job description and I accept full responsibility.

Signature

Date