

Independent Living Housing Specialist

POSITION OBJECTIVE: To establish and maintain partnerships geared toward ensuring affordable and safe housing for young adults transitioning out of foster care into independence in the sixteen counties of Circuit 2 and 14.

ESSENTIAL FUNCTIONS:

- **Build Community Relations:** Establish and maintain partnerships with local housing providers, community organizations, and stakeholders to enhance the availability of affordable and safe housing options for young adults transitioning out of foster care.
- **Identify Housing Opportunities:** Actively identify and assess affordable housing options within the community, work closely with property owners, landlords, and real estate agents to secure suitable housing for young adults.
- **Fund Source Identification:** Research, identify, and pursue new and existing fund sources to support housing initiatives for young adults. This includes grant opportunities, subsidies, and collaborative partnerships with governmental and non-governmental entities.
- **Creatively Problem-Solving:** Develop and implement innovative strategies to address the unique needs of young adults transitioning out of foster care, including but not limited to flexible leasing arrangements, mentorship programs, and community-building initiatives.
- **Report on progress of Independent Living Housing program at the bi-monthly Statewide Independent Living meeting.**
- **Be familiar with the SOAR (SSI/SSDI Outreach, Access, and Recovery) model to assist individuals in applying for Social Security benefits, when appropriate.**

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- Bachelor's degree from an accredited college, or university.
- Experience in working with young adults in the child protection system to meet their housing needs

PREFERRED:

- Experience with and understanding of the intersection of child protection and behavioral health related to identification of affordable and safe housing for young adults.



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SKILLS:

- Strong verbal, written communication and presentation skills
- Ability to act with a high level of independent judgment.
- Excellent computer skills and familiarity with project management and other related software.
- Advanced software skills – Excel, Adobe Professional, process mapping software
- Strong research and problem- solving skills.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date