

Job Description – Rapid Rehousing Housing Specialist

Status: Non-Exempt
Hours: 40 hours weekly, occasional evenings and weekends
Compensation: \$45,000
Benefit: Health, Dental and Vision
Reports to: Rapid Rehousing Coordinator
Job Summary: The Rapid Rehousing Housing Specialist will work closely with the Rapid Rehousing Coordinator to provide wrap-around services for rapid rehousing clients and work in partnership with community organizations including the Santa Clara County homeless collaborative. The Rapid Rehousing Housing Specialist will also conduct outreach and assist with WVCS special projects. In addition, this position is responsible for all aspects of any duties and assignments as delegated by the Rapid Rehousing Coordinator and Manager of Client Services.

DUTIES AND RESPONSIBILITIES

- Identify and help secure appropriate rental housing in the community for rapid rehousing clients
- Develop, establish and maintain professional working relationships with landlords and property managers
- Guide and educate clients on how to search for, secure and maintain permanent affordable housing, including tenant/landlord rights and responsibilities
- Assist clients with the completion of all pertinent documents with the goal of addressing their housing needs
- Assist clients in applying for mainstream public benefits and connecting them to resources
- Maintain thorough and accurate progress notes, files, and correspondences in HMIS and Salesforce databases.
- Coordinate, participate and assist with outreach events

Administration

- Conduct client intakes and ensure all supporting documents are verified and on file.
- Maintain timely case management files for all clients.
- Monitor and document progress of clients.
- Develop, perform, and assist with workshops pertaining to client's needs.
- Attend monthly meetings and workshops pertaining to homeless services
- Develop and maintain contacts/relationships with community resources and partners.



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West Valley Community Services believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This job description outlines primary duties, qualifications, and job scope, but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer his/her services as necessary to ensure the success of our endeavors.

QUALIFICATIONS

- Bachelor degree from an accredited college or university.
- Demonstrated skills in working with clients from various backgrounds and embraces WVCS's mission to provide basic human needs with compassion and in a dignified environment.
- Employees are expected to work collaboratively to ensure organizational success.
- Computer skills are a must.
- Reliable transportation available for daily use. Valid California driver's license and insured automobile.

ABOUT WEST VALLEY COMMUNITY SERVICES

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the west valley region of Santa Clara County for more than 40 years. The mission of West Valley Community Services is to unite the community to fight hunger and homelessness. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

At West Valley Community Services, we value:

- Compassion – We respond to the needs of others with sensitivity and kindness.
- Dignity – We treat everyone with honor and respect.
- Integrity – We operate with honesty and strong moral principles.
- Service – We bring together the community to help others.
- Diversity – We value each individual's uniqueness.
- Ingenuity - We approach our work with creativity and resourcefulness.

These values inform the work we do with our clients, our staff, our board members, and the community.

West Valley Community Services offers a range of safety net services to clients, including a food pantry, affordable housing, emergency financial assistance, a mobile food pantry, financial coaching, family support, case management, and referral services. We also partner with county agencies to ensure clients have access to public health and food assistance benefits. Our programs target families with children, at-risk youth, seniors,



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individuals, and disabled adults who are extremely low-income, living on a fixed-income, homeless or are at risk of becoming homeless.

West Valley Community Services is the only nonprofit agency helping the almost 22,000 men, women, and children living in poverty in the west valley communities of Cupertino, West San Jose, Monte Sereno, Saratoga, Los Gatos and the surrounding mountain regions. We provide the most vital and basic human services to the community's neediest individuals and families.

Email Cover Letter and Resume to:

WVCS Jobs – hr@wvcommunityservices.org [Please indicate “**Rapid Rehousing Specialist**” in the subject line of the email]