

Housing Outreach Stabilization Specialist

\$38,527 Salary DOQ. + [Full-Time County Benefits](#); this is a limited-term position.

James City County Social Services Department is seeking individual to perform advanced professional work administering comprehensive policies, programs, and grants to advocate for and assist with homelessness prevention of families and individuals. Responsible for outreach, assessment, eligibility determination, housing counseling, and program support for several federal, state and locally funded housing assistance programs, which may include but not limited to, the Affordable Housing Incentive Program (AHIP), the Section 8 Housing Choice Voucher Program (HCV), and the Virginia Homeless Solutions Program (VHSP).

Responsibilities:

- Provides outreach to and conducts initial assessments of literally homeless citizens residing in places not meant for human habitation; provides information on emergency shelter and rapid rehousing options; assists with applications for assistance; provides ongoing housing counseling and stabilization services; mediates between landlords and tenants; reviews leases and identifies housing rental resources including deposit, rent and utility assistance; County's Point of Contact (POC) responsible for receiving and responding to reports of homeless citizens living in places not meant for human habitation; serves as the Housing Unit's primary access and assessment point for homeless assistance needs.
- Provides ongoing housing focused stabilization and case management services for the Emergency Shelter and Rapid Rehousing Programs: works closely with local homeless shelter providers to rehouse literally homeless citizens; completes strength-based housing barrier assessments and develops corresponding individualized housing and service plans; assists project participants in overcoming immediate barriers to obtaining housing; monitors and evaluates project participant progress.
- Serves as the public representative of the County's Emergency Shelter and Rapid Rehousing programs including interacting with local housing and resource providers, landlords, and property managers; coordinates with and makes referrals to other providers.
- Participates in Coordinated Entry (SCAAN) meetings: facilitates access to mainstream services; ensures coordinated efforts are in place to provide wrap-around services to promote housing stability; maintains on-going communication within the local housing provider cohort to ensure all client needs are being met; provides application assistance; determines qualifications; monitors and reports all access, assessment and resulting outcomes in the Homeless Management Information System (HMIS).

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree with major work in housing counseling, business, real estate, or a related field; extensive knowledge and experience working with literally homeless populations including those experiencing physical and mental disabilities and substance abuse; extensive knowledge and experience with housing focused case management, housing counseling and strength-based housing barrier assessments and corresponding individualized housing and service plans.
- Must possess or obtain HUD Housing Counselor Certification within 6 months of hire.
- Must possess, or obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Skill in making mathematical computations and effectively utilize a variety of automated data management, reporting, and analysis programs.
- Ability to work independently to assist customers, work with outside agencies, other jurisdictions, and state and federal officials and maintain effective working relationships with co-workers, clients, officials, and the general public.
- Ability to work with confidential information, gather facts and records and report them accurately and express ideas clearly and concisely both orally and in writing.

[Click here](#) for full job description. Accepting applications until position is filled.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamecitycountyva.gov>