



## EMPLOYMENT OPPORTUNITY

# HOUSING GRANTS SPECIALIST

### SALARY AND BENEFITS

\$23.10-\$30.49 hourly plus benefits package

### FILING DEADLINE

Open until filled.

### DUTIES AND RESPONSIBILITIES

*The Housing/ Grants Specialist, under direction from Program Manager or designee, performs professional level work in the field of housing and grants management. Assists Housing Program Coordinator in various housing activities. The major duties of the job include:*

- Coordinate individualized housing needs assessment for all referred clients and work with clients and case managers to develop individualized housing plans and address barriers.
- Monitor and evaluate each client's progression through their housing search plan and develop corrective action revisions to the plan, as needed
- Provide mediation and advocacy with landlords on the client's behalf to develop a workable plan to obtain and maintain housing.
- Assist Housing Program Coordinator with outreach to realtors, landlords, housing developers and other housing providers to identify new and existing housing opportunities in Lassen County.
- Create property and landlord portfolios as part of the landlord support program. Create and maintain lists of available housing options for clients.
- Track housing placements for all housed individuals using a database program. Maintain client related data tracking systems and logs, including case notes and completed Homeless Management Information Systems (HMIS) and Coordinated Entry System (CES) entries.
- Assist Housing Program Coordinator with the development and implementation of housing-oriented workshops and trainings for clients. Assist clients with housing applications, complete supportive and subsidized housing paperwork
- Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors, and creditors).
- Provide pro-active follow-up home visits to ensure stability and further progress toward self-sufficiency.
- Prepare case-related reports including outcomes, success, and challenges.
- Develop and oversee program goals and objectives.
- Establish, maintain, and enhance cooperative relationships with County departments, local service providers, and the homeless community.
- Assist Housing Program Coordinator in prepare and monitoring project and program budgets and expenditures.
- Research and develop grant proposals, seek out other funding sources for County homeless programs, and determine funding priorities.
- Maintain complete and accurate documentation of service objectives and outcomes, as well as other services in accordance with Federal, State, and local guidelines. Gathers and assesses statistical data and reports information to appropriate agencies.

- Assist with conducting biennial Point In Time (PIT) Count for homeless population in Lassen County.
- Research, analyze, and interpret social, economic, population data and housing trends. Compiles information and make recommendations on special studies; prepare technical and complex reports.
- Perform inspection and related field work.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

**Education:** Equivalent to an Associate’s degree from an accredited college with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

**Experience:** Two years of increasingly responsible professional experience in housing location, property management, social services, homeless programs, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

**License:** Possession of, or ability to obtain, a valid California driver’s license.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
 221 South Roop Street  
 Susanville, California 96130

 (530) 251 -8320 

**Opened: May 25, 2023**

## GENERAL INFORMATION

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.