



Kansas Statewide
Homeless Coalition

JOB DESCRIPTION

Title: Housing Crisis Counselor

Reports To: Executive Director

Direct Reports: N/A

Status: Exempt, Full-Time

Pay Range: \$48,000 to \$50,000

Position Funding:

This position is funded through a Kansas Department for Aging and Disability Services (KDADS) grant that has an option to renew for two additional annual terms.

Position Summary:

The Housing Crisis Counselor is a full-time position working with persons experiencing a housing crisis because they are currently unhoused or at risk of losing housing. The position includes advocacy, mediation, assessment, planning, creative thinking, and linking resources. KSHC Housing Crisis Counselor works independently but part of the Coordinated Entry System (CES) team and reports to the Executive Director. Candidates must have proven experience in case management with persons experiencing serious mental illness.

Responsibilities *(include but not limited to the following):*

General

- Accept and track referrals from Kansas Department for Aging and Disability Services.
- Conduct CES assessments, place households on CES Regional Lists and provide case conferencing for the purpose of facilitating connections with housing resources.
- Conduct housing stability assessments with clients who are unhoused or at risk of becoming unhoused to create a housing plan with goals and timeframes that identifies barriers to housing stability and action steps to address them.
- If needed, assist clients with assessing SOAR advocate services for state and federal benefits.
- Assist with housing searches and landlord negotiations. If needed, provide tenant/landlord mediation.
- Work with referred participants to develop household budget based upon analysis of prior income and expenditures; discussing alternatives that might also be workable for the client's needs; and assisting or providing in credit counseling or coaching.
- Provide referrals to assist participants in leveraging other funds and services.
- Provide follow-up with participants to inquire about and track their progress with their housing action plan.
- Coordinate with other service providers to meet service and housing needs.
- Perform ongoing, individualized support and coordination for program-eligible households once stabilized in permanent housing.
- Document services and activities and closing out files when clients' needs are met or no longer request services.
- Track expected outcomes from Housing Counseling services such as participants' progress toward self-sufficiency; reduced risk as evidenced by progress on the self-

sufficiency matrix; and the number of participants that maintain or obtain permanent housing and who are securely and safely housed.

Knowledge, Skills & Abilities

- Knowledgeable of homelessness and housing issues including a sound understanding of the Hearth Act legislation and related implementing regulations and guidelines.
- Knowledgeable of HUD regulations and implementing guidance.
- Experience with Homeless Management Information Systems (HMIS).
- Ability to enter, review and analyze data in HUD's database systems.
- Ability to demonstrate strong writing and presentation skills.
- Ability to work independently and in a team environment.
- Strong program management skills and/or traits, including decisiveness, problem solving, communication, integrity, time management, and effective use of resources.
- Strong computer analytical skills and abilities with proficiency in computer operations such as Microsoft Outlook and Office.

Training & Experience

- A Bachelor's degree in a related human service field, or equivalent, plus four years' experience in human services/human development.
- Demonstrated knowledge of human services, mental health services, domestic violence services, and the homeless service system in Kansas
- Demonstrated sensitivity to issues related to poverty and the barriers faced by people with low incomes.
- Ability to communicate effectively verbally and in writing.

Schedule

1. Base schedule is Monday through Friday 8 a.m. – 5 p.m. with one hour break for lunch. Different base schedules may be requested from direct supervisor.
2. Hours outside of this schedule may be required and flexibility in schedule is required.
3. Remote work may be available dependent on specific tasks and the ability to complete activities remotely.