



***“Committed to Safe and Affordable Housing”***

**Job Title:** Housing Stability Specialist - DCYF

**Category:** Social Services

**Salary Range:** \$22.00 - \$34.00 Hourly

### **Definition**

Under general supervision, the Housing Stability Specialist for Short-Term Waitlist Assistance is a direct service role that provides temporary, focused support to families experiencing housing instability while they await placement into longer-term housing programs. The position is centered on stabilizing current housing situations, addressing immediate barriers, and helping families navigate limited housing options through practical guidance, resource connection, and short-term planning. By working collaboratively with families, child welfare partners, and community resources, the case manager helps reduce housing-related crises and supports family stability during the waitlist period, while preparing households for a successful transition into longer-term housing assistance.

### **Typical Work**

- Conduct brief housing stability assessments to identify immediate needs and risk factors while families remain on the waitlist
- Provide short-term case management focused on preventing housing loss and minimizing instability
- Assist families with housing searches within the program parameters, including identifying affordable units and understanding eligibility requirements
- Educate families on tenant rights, responsibilities, and realistic housing options given current market conditions
- Support families with applications for housing, rental assistance, and community resources
- Coordinate short-term logistical and financial support, including funding for:
  - Deposits (security, damage, pet, etc.)
  - Application and other fees
  - Vital documents (birth, death, marriage)
  - First and last month's rent
  - Utility hookups
  - Property owner incentive payments
  - Arrears (with prior DCYF approval)
  - Tangible items (furniture, groceries, clothing and household setup supplies)
- Assist with landlord communication and advocacy to address short-term housing barriers
- Connect families to community resources for utilities, food, childcare transportation, and other basic needs
- Monitor family progress and adjust supports as needed during the waitlist period
- Maintain regular, time-limited contact with families to provide updates, guidance, and encouragement



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- Prepare families for transition into longer-term housing support or voucher programs when available
- Collaborate with child welfare staff and community partners to ensure continuity of care and family stability
- Provide crisis intervention and problem solving to reduce the risk of homelessness or placement disruption
- Provide housing logistical and financial support as needed
- Provide case management services to clients during lease up through sustainability and graduation from the program
- Connect clients with financial or employment assistance and education opportunities.
- Provide eviction prevention assistance, renter sustainability education, and financial literacy education
- Provide support to clients to find childcare, early learning, and educational opportunities that support school-aged children and youth.
- Connect clients with community services including physical, mental, and behavioral health services
- Maintain professional and technical knowledge
  - Obtain industry-recognized certification(s) applicable to the position and assigned responsibilities.
  - Attend workshops/seminars; live and/or online
  - Review professional publications
  - Establish networks
  - Promote YHA programs
- Protects the privacy of all client-related information; keeps a strict confidentiality of YHA business both while at work and during off duty hours.
- Requires regular and timely attendance. This position is required to fulfill a scheduled 40-hour workweek.
- Performs other duties as required.

#### **Knowledge and Abilities**

Excellent communication skills, ability to meet and deal with public in a pleasant and courteous manner, establish priorities and make effective decisions in a timely manner, and prioritize multiple tasks; well organized and detail-oriented; proficient computer skills; knowledge of standard office equipment and Microsoft Office; exceptionally high integrity.

#### **Legal Requirements**

Requires possession of and ability to maintain valid driver's license with no more than three moving violations within the last three years.



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**Qualifications**

Bachelor's degree in social services or a closely related field; and one year of documented experience working with families, children or youth in one of or a combination of the settings listed below.

**OR**

Associate's degree in social services or a closely related field; and two years of documented experience working with families, children or youth in one or a combination of the settings listed below.

**OR**

High school diploma or equivalent credential; and three years of documented experience working with families, children or youth in one of or a combination of the settings listed below.

- Public Housing Authorities or other Housing Agencies
- State licensed in-home or facility-based daycare, or professional nanny
- School setting or early learning center
- Mental Health Hospital
- Juvenile Rehabilitation facility, detention center, law enforcement or corrections
- Child placing agency, residential care program, or as a licensed foster parent
- Conducting supervised visits
- Working as staff directly with children or families in a community service organization

**Standards of Performance**

This individual displays a positive attitude and maintains a cooperative working relationship with others including subordinates, other managers, employees, the Executive Director, and other third-party entities. This employee performs all duties and responsibilities in a timely and efficient manner according to established schedules, procedures and policies. This individual must demonstrate good judgment and suitably report problems to the Resident Services Manager.

**Benefits**

Benefit package includes medical, dental, vision, short term disability, long term disability, retirement plan, EAP, 12 paid holidays, and PTO accrual.

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Employee Signature

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Date