

“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

“Committed to Safe and Affordable Housing”

- 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.



"Committed to Safe and Affordable Housing"

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.

Employee Signature

Date