



# Housing Counseling Services, Inc.

2410 17TH St., N.W. • Suite 100 • Washington, D.C. 20009

202-667-7006 • housingetc.org

## HCS SSVF PROGRAM ELIGIBILITY SPECIALIST POSITION DESCRIPTION

Housing Counseling Services, Inc. seeks an energetic self-starter to conduct eligibility determination activities and provide support and referral services to homeless veterans and veterans at risk for homelessness residing in the D.C. Metropolitan region. The salary range for this position is \$45,000-\$50,000.

### RESPONSIBILITIES:

- Conduct outreach duties within various homeless shelters and transitional housing programs
- Complete applications with veterans who apply to HCS for services through the Supportive Services for Veteran Families (SSVF) Program;
- Determine veteran eligibility for the SSVF housing programs;
- Communicate with veterans regarding the status of their SSVF application via written and oral communication;
- Advocate on the behalf of veterans with landlords, social service agencies, etc.;
- Respond to emergency needs of clients along in collaboration with program social worker;
- Refer veterans to appropriate services to address their various needs such as food, utility assistance, clothing, medical care, etc.;
- Input data in an extensive database;
- Maintain accurate written and computer based files;
- Provide accurate and complete monthly reports;
- Perform other HCS tasks as requested.

### QUALIFICATIONS

- At least one year of specialized professional experience in case management, housing, urban studies, or other related fields (BA degree in a related field will be considered as two years of specialized experience);
- Strong oral and written communication skills;
- Ability to respond to multiple emergency needs with patience and diligence;
- Must demonstrate the ability to communicate with variety of professionals including case managers, real estate, medical, and attorneys as well as with low and moderate income families from a variety of cultures;
- Ability to translate technical information into layman's terms;
- Must demonstrate an ability to work with minimum supervision;
- Must be versatile in order to handle a wide variety of duties;
- Sensitive to the needs within the community and to individual clients;
- Knowledge of housing law or capacity to learn;
- Strong computer skills.

HCS is an equal opportunity employer and affirmatively seeks diversity in its workforce. HCS recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital or familiar status, sex, age, sexual orientation, or any other category protected by law.

**Resumes and cover letters should be sent to [employment@housingetc.org](mailto:employment@housingetc.org) . Resumes without cover letters will not be considered.**