

## WHDC Job Description

**Job Title:** Regional Housing Specialist

**Department:** Resident Services

**Reports To:** Housing Stability Programs Manager

**Supervisory Role:** No

**FLSA Status:** Exempt

---

### Job Summary

The Regional Housing Specialist works closely with internal and external partners to enhance the quality of life for residents through housing stability. The Regional Housing Specialist provides strength-based case management services with a focus on eviction prevention and housing advocacy. The Regional Housing Specialist will provide housing stability assistance within the Arlington and District of Columbia area. This role assists Wesley Housing Development Corporation (WHDC) residents at risk of homelessness due to financial circumstances and behavioral lease violations to maintain housing stability.

### Essential Functions

- Provide follow-up on five-day pay or quit notices with linkage and referral services to residents at risk
- Conduct intake and assessment for goal setting, case plan development, progress monitoring, tenant advocacy, education, and referrals
- Demonstrate a strong commitment to WHDC mission and dedication to housing stability
- Work autonomously with limited supervision
- Assist residents in understanding requirements for tenancy and completing required paperwork
- Refer residents to the Employment Specialist as necessary.
- Supervise volunteer staff/interns.
- Facilitate discussions between residents and Property Management as needed
- Work in partnership with Property Management and on-site Resident Services to develop strategies for reducing barriers and facilitating housing stability
- Collect and input client data into Family Metrics and run reports
- Assist with evaluating effectiveness of referrals
- Build and maintain relationships with other community-based organizations and resources
- Familiar with processes and procedure for program applications (energy assistance, Medicare/Medicaid, SNAP, and Virginia Individual Development Accounts)
- Produce community resource documents to promote community access
- Participate in training and staff meetings
- Perform other duties as assigned

### Required Knowledge, Skills, Abilities

- Attention to detail
- Strong written and oral communication skills
- Ability to collaborate and support a diverse population
- Learn and use program-specific software

## WHDC Job Description

- Excellent time management and organizational skills
- Ability to manage multiple tasks and projects
- Resourceful and proactive team player
- Case management experience
- Proficient with MS Office

### **Required Education, Certifications, Licenses, Related Experience**

- Bachelor Degree in Human Services, Social Work or a related field
- MSW preferred
- Minimum two years of experience working in social work, human services, and case-management

### **Physical Job Requirements**

- This position requires the ability to remain in a stationary (standing and/or seated) position less than half the time
- The person in this position may need to move about WHDC locations more than half the time
- This position requires the ability to operate a motor vehicle (car, truck, van) more than half the time
- This person in this role must be able to position him/herself (ex: kneel, crawl, crouch down) to fulfill the essential functions of the role less than half the time
- The person in this position must be able to maneuver (lift, move, carry, slide, etc.) less than 15 lbs less than half the time
- This position operates machinery and equipment that requires the constant use of hands/fingers/wrists (ex.'s: typing, sweeping, power or hand operated tools, filing, etc.) more than half the time
- This position requires the ability to spend more than half the time viewing computer monitors
- This position is exposed to outdoor weather conditions less than half the time
- This position is exposed to non-climate controlled workspace(s) less than half the time
- The person in this position must be able to identify and distinguish between colors less than half the time

### **Travel Requirements**

- This position commutes between site locations as needed.
- Anticipated travel will be by car, air, and train

**To apply: Please send a cover letter and resume to [humanresources@whdc.org](mailto:humanresources@whdc.org).**

**Please visit us at <http://www.wesleyhousing.org/>**