

# north shore senior center

**JOB TITLE:** Housing Spectrum Specialist

**EMPLOYER:** North Shore Senior Center

**FLSA STATUS:** Exempt

**LOCATION:** Arthur C. Nielsen, Jr. Campus in Northfield, IL

**PT/FT:** FT (35 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a caring and compassionate Housing Spectrum Specialist to join our team. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

**SUMMARY:** The Housing Spectrum Specialist meets with community organizations, government agencies, and property owners to source the means, and negotiate terms, that enable clients to rent suitable housing. These needs may include, but are not limited to, interventions to maintain housing (e.g. repairs or legal assistance) or referrals to local continuum of care resources. The older adults served may be homeowners, renters or unhoused, but special focus should be made to ensure that older adults can live safely within the community

NSSC is a small non-profit social services agency with just over 100 employees. For the second year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We work hard to foster a very supportive work environment that promotes a healthy work-life balance. We invest in the training and support of new employees as they start in this new role. Additionally, NSSC provides 18 hours of continuing education opportunities annually.

## **DUTIES AND RESPONSIBILITIES:**

- Provide comprehensive housing case management to clients
- Explain extensively to clients on housing options, availability, application process, waiting periods, requirements, rights and responsibilities of all parties. Answer all related questions.
- Provide case management in the Home Modification/ Home Preservation program to help maintain a safe living environment for seniors in the community.
- When necessary, investigate and facilitate mediation of disputes between Providers and Seekers.
- Provide case management for supportive services to older adults experiencing homelessness in our service area.
- Compile data for grant reporting purposes.

## **QUALIFICATIONS:**

- Degree in human services, social work, or related field.
- Experience as a housing counselor preferred.
- Sound computer skills including Microsoft Word, Excel, Outlook, etc.

- Working knowledge of social service agencies and community services.
- Knowledge of regulatory standards and basic property management.
- Good communication, interpersonal, and listening skills.
- Strong analytical, mediating, and negotiation skills.
- Excellent organizational and case management skills.
- Sensitive to different cultures and socioeconomic conditions.
- Current driver's license and daily access to a reliable vehicle.
- Willingness to work with older adults without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, parental status, national origin, age, disability, or veteran status.

**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*