



***Job Posting: Housing Support Specialist – Part-time***

*Position specifications are intended to present a description list of the range of duties performed by employees in the position. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direct supervision of the Program Director the person performing in this position is responsible for supporting tenants of LaGrave on First in remaining housed. This position involves interacting with tenants, guests, and service providers to monitor the activities of the building and provide interventions, as needed. The Housing Support Specialist must maintain positive interactions with all people during the performance of the job responsibilities.

**SUPERVISION**

Housing Support Specialists receive supervision from the LaGrave on First Program Director.

**ESSENTIAL FUNCTION STATEMENTS**—Essential responsibilities and duties include, but are not limited to, the following:

**Essential Functions:**

1. Answer phones and take messages as appropriate.
2. Control access to the building.
3. Monitor security of the front entrance, monitor and document entry and exit of residents and guests.
4. Monitor activity of the facility and residents through front office security camera system and interaction with residents, document and report to co-worker and supervisor.
5. Participate in meetings and in-service training.
6. Provide supportive listening for residents.
7. Provide a safe environment for residents.
8. Complete designated chores.
9. Obtain required training in Mental Health First Aid, De-escalation and other trainings deemed necessary.
10. Mediate conflicts between tenants and de-escalate tenants as situations arise.
11. Enforce facility rules and log rule violations.
12. Attend mandatory staff meetings.

**DESIRED QUALIFICATIONS**

**Current Knowledge, Skills and Abilities, or the ability to quickly attain:**

- Working knowledge of the general nature of rules, procedures, and methods related to the care and well-being of people with mental illness and/or chemical dependency.
- Knowledge and/or skills required will generally be gained through training, both formal and informal, and/or related experience.

DATE ADOPTED: July 13, 2018

REVISED: October 7, 2020

- High degree of interpersonal skill required to be able to communicate and motivate tenants.
- Knowledge/experience of Housing First.
- Knowledge and Acceptance of the Harm Reduction Philosophy.
- Be available (on-call) for times agreed upon with employer.
- Good verbal and written communication skills.
- Requires equivalent of high school graduation.

### **EXPERIENCE AND TRAINING GUIDELINES**

This position requires a valid driver's license and dependable transportation as well as successful completion of all background checks including criminal records.

#### **Training/Education:**

Equivalent to a high school degree or GED is required.

Candidate must have, or be able to obtain within 30 days of employment, Mental Health Technician Certification

### **WORKING CONDITIONS**

#### **Environmental and Physical Conditions:**

Office and field environment; travel from site to site; work with computers; Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

#### **Required Hours:**

Focus of hiring is for the overnight (awake) position of 11PM to 7AM. The LaGrave on First building requires 24-hour, 7 days a week staffing. Part-time staff will work every other weekend and/or generally a couple shifts on weekdays. Part-time staff will generally work 16-24 hours per week, though there may be variability with no more than 1,000 hours in a calendar year.

### **WAGE BAND**

Grade 22

**Starting Range:** \$12.85-\$15.25, depending on qualifications.

### **TIMELINE**

GFHA staff will review applications on a continual basis until all positions are filled. GFHA staff is currently interviewing applicants for these positions.

### **TO APPLY**

**For more information about this position, please contact:**

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**Project Director**

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