

## **Housing Search Specialist – Housing and Consumer Education Center (HCEC)**

Franklin County Regional Housing and Redevelopment Authority (HRA) is seeking a qualified Housing Search Specialist. Through our Housing Consumer Education Center (HCEC), HRA strives to help local residents find and retain decent, affordable housing. The Housing Search Specialist assists low and moderate income families and individuals to obtain housing by working with landlords, case managers, and housing programs to ease barriers to housing.

Under the direction of the HCEC Director, the Housing Search Specialist will work with clients to determine appropriate housing possibilities and create an individualized housing service plans; coordinate with service providers to arrange appointments with clients and gather documentation necessary to housing search process; and work with clients to identify and overcome possible barriers to obtaining housing. This role will require the facilitation of housing search workshops as needed, and the incumbent with need to enter and maintain client data within print files and databases.

### **Qualifications:**

The qualified candidate will bring experience in housing, the social service field, or a degree in a related field; the ability to plan work and solve problems independently; the ability to communicate verbally and in writing in English; competency with the Microsoft Office suite of programs; as well as good professional judgment as demonstrated by the ability to maintain appropriate boundaries with clients. Spanish language skills preferred.

### **To Apply:**

HRA seeks to develop a diverse workforce and create an inclusive work environment. People from diverse racial and ethnic backgrounds, sexual orientations and gender expressions, and lived experiences of housing instability are encouraged to apply for all positions we post. Bi-lingual and multi-cultural applicants are encouraged to apply. Valid MA driver's license and reliable transportation required. Applicant will be subject to further screening. Excellent public employee benefits package available. Please send resume and cover letter by email to [fcrhra.hr@gmail.com](mailto:fcrhra.hr@gmail.com) or by mail to Amanda Watson, Director of Housing Consumer Education Center, 241 Millers Falls Road, Turners Falls, MA 01376.