



Position Title: Housing – Permanent Supportive Housing (PSH) Specialist

Department: Housing

Reports to: Director of Housing

FLSA Category: Non-Exempt

Overview of Organization & Position Triangle Family Services (TFS) is a dynamic nonprofit human services agency with an 87-year history of serving families in crisis in Wake County and surrounding communities. Our lifechanging programmatic work includes trauma-focused mental health services, domestic violence interventions, supervised visitation, housing stabilization services, homeless engagement, and financial counseling. (www.tfsnc.org).

Job Summary

Triangle Family Services seeks a full-time Housing Permanent Supportive Housing Specialist to join our Homeless Engagement Team to provide comprehensive case management services and financial assistance for clients who are experiencing or are at risk of homelessness.

Statement of Duties

Job duties include but are not limited to the following:

- Maintain a caseload of 20-25 clients, depending on extent/intensity of client needs
- Utilize evidence-based practices for eviction prevention and/or rapid rehousing services
- Guide and educate clients on housing search and tenant/landlord rights and responsibilities
- Cultivate landlord relationships and identify appropriate rental options
- Assist clients with daily living skills development and coordinate medical and mental healthcare services as necessary
- Provide timely and appropriate referrals and resources to clients to ensure connection with community supports, programs and benefits
- Maintain client records and service documentation in compliance with funder requirements
- Participate in internal and external meetings as needed to ensure services are coordinated with broader service community

Experience, Education, Skills, and Knowledge

The ideal candidate will have:

- Bachelor's degree in social work or a related field or equivalent experience
- Prior or current experience with direct service delivery in one or more of the following areas: intensive case management; serving persons/individuals/families experiencing homelessness; serving especially vulnerable or high-risk populations; with one or more housing stabilization interventions
- Familiarity with prioritization tools and HMIS (Homeless Management Information System) or equivalent
- Knowledge of local housing inventory and/or an understanding of community agencies and resources that serve at-risk populations
- Bilingual (English and Spanish) skills a plus

Working Hours/Conditions

Full-time 40 hours per week Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

This position will function in a fast-paced environment that requires both independence and collaboration; TFS identifies teamwork as one of our core workplace values. Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge, and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Please submit a cover letter, resume, and required salary range to resume@tfsnc.org with the position title **(Permanent Supportive Housing (PSH) Specialist)** in the subject line.