



St. Francis House

413 S. Main St., Gainesville, FL 32601
352-378-9079

Creating New Futures

for women & families experiencing homelessness

JOB DESCRIPTION

HOUSING SPECIALIST

Non-Profit Organization

Job Title: Housing Specialist

Organization: St. Francis House, Inc.

Location: 413 S. Main St., Gainesville, FL

Employment Type: Full-time, Monday-Friday

Reports to: Director of Shelter Services

Compensation: \$45,000 - \$55,000 Annually Including Benefits

JOB SUMMARY

St. Francis House is seeking a compassionate and dedicated Housing Specialist to join our team part-time. In this role, you will be responsible for overseeing and managing housing-related programs, including Arbor House, Rapid Re-Housing, Emergency Shelter, and Prevention. This role focuses on identifying barriers to housing, developing strategies to address client needs, and implementing organization-wide procedures to facilitate stable housing outcomes.

PRIMARY RESPONSIBILITIES INCLUDE

- Conduct client screenings, intakes, assessments, and develop individual case plans.
- Provide ongoing monitoring, resource referrals, advocacy, and follow-ups.
- Assist clients in transitioning to stable housing and track outcomes.
- Build and maintain strong relationships with housing complexes, landlords, and community organizations.
- Actively recruit landlords as partners in housing programs and maintain an inventory of housing options.
- Collaborate with case managers to match clients with appropriate housing options.
- Mediate and advocate with landlords to help clients maintain stable housing.
- Serve as a liaison between program participants, landlords, and other stakeholders, ensuring effective communication.
- Provide support for clients in navigating neighborhood and tenancy concerns.
- Maintain accurate and organized documentation, including client and landlord files.
- Ensure compliance with data reporting requirements, including HMIS and other program metrics.
- Participate in case conferencing and Continuum of Care (COC) meetings.



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CORE JOB REQUIREMENTS

- Proficiency in Microsoft Word and Excel, with the ability to learn new software.
- Experience in human services and working with diverse populations.
- Ability to stay calm, make decisions, and deescalate situations when necessary.
- Possess accountability, adaptability and flexibility.
- Ability to maintain a professional and respectful disposition when interacting with staff, donors, volunteers, guests, and community members.

VALUES AND CULTURE

- Treat all clients, visitors, and employees with compassion, dignity, respect, and understanding.
- Develop knowledge of community resources to share with staff and guests.
- Maintain strict confidentiality of guest information and privacy.

QUALIFICATIONS

- Bachelor's degree in either: Social Work, Psychology, Counseling, or Human Services required.
- Relevant experience in human services preferred.
- Ability to pass a drug test and background check.
- Ability to work efficiently in a fast-paced environment.
- Ability to effectively implement and communicate St. Francis House values, mission, and impact.
- Ability to establish rapport with guests, volunteers, and other community members.
- Ability to work individually and as part of a team.
- Flexible scheduling, occasionally working different days, nights, or weekends.
- Ability to move and/or lift light equipment, supplies, or donations (up to 50 lbs.).

To Apply:

Please send resume and any inquiries to info@stfrancishousegnv.com or call 352-378-9079.

Deadline for this job opening is Friday, December 27, 2024.