

		Housing Case Worker / Landlord Liaison Job Description / Physical Requirements and Potential Hazards	
Supervisor(s): Housing Director	EEOC code:	Effective Date: 11/1/2021	Requirements: See below
FSLA Status Non-Exempt Full Time	L & I code: 8	Revision Date: 6/21/2024	Pay range: \$22 an hour to \$24.40 an hour DOE
Supervises: NA			

Benefits: Medical, vision, dental insurance; life and long-term disability insurance; 403(b) retirement

ESSENTIAL JOB FUNCTIONS:

Primary Function(s):

Oversee assistance provided to people seeking housing and related services by providing direct service and referrals. Provide statistical reports to funders and OlyCAP Administration.

1. Provide direct services and/or referrals to people seeking housing related services within assigned housing grants;
2. Conduct intake and assessment
3. Complete Eviction Rental Assistance Program Applications as well as Rapid Rehousing
4. Landlord Engagement; Act as Landlord Liaison, recruit and work with landlords and provide education regarding OlyCap services and fair housing laws, develop landlord outreach activities such as a landlord advisory group or focus group.
5. Collect Data; Record and Report Data for Program Evaluation
6. Oversee and assist in the creation of Housing Stability Plans
7. Perform and maintain documentation for case management and prevention services including: basic and supportive services; information and referral; home inspections; follow up with enrolled clients, consistent with the Housing Stability Plans as directed by Program Requirements
8. Complete and submit vouchers for direct service
9. Provide Crisis Intervention; crisis-related referrals and follow up
10. Maintain Client Files as stated within housing grant guidelines
11. Attend Housing Team Meetings and other community meetings as necessary
12. Coordinate with other programs within the agency and outside of agency to maximize service delivery and access to resources
13. Conduct Outreach if determined necessary
14. All other duties as assigned

KNOWLEDGE SKILLS AND ABILITIES:

- Recognizes the value that different perspectives and cultures bring to an organization; is sensitive to socio-economic and cultural norms, expectations and ways of communicating.



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- Takes on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.
- Gains the confidence and trust of others through honesty, integrity and authenticity.
- Ability to share lived experiences in a helpful, inspirational way; model healthful behaviors.
- Is passionate about learning
- An understanding of the concepts of institutional and structural racism and bias, and their impact on underserved and underrepresented communities.
- Ability to coordinate, track and document the delivery of direct service.
- Well-developed verbal and communication skills.
- Ability to work as a team as well as independently.
- Ability to handle stress in crisis situations. Aptitude for making accurate assessments of client's needs.
- Computer skill required along with basic knowledge of Microsoft Office Suite software.
- Highly motivated and willing to participate in program activities and interact effectively with others; ability to work well with people of diverse backgrounds.

QUALIFICATIONS:

- GED or High School Diploma
- Preferred two year degree in a related field from an accredited public or private institution with at least 30 qtr. Hours or the equivalent semester hours in the field of adult education, human development, human services or social work
- Experience in shelter/housing/case management preferred
- Experience in working with people from diverse cultural, socio-economic, experiential and educational backgrounds preferred



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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				■	
Walking			X		
Standing				X	
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks					X
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	



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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Work in/exposure to inclement weather			X		
Work in/exposure to cold water			X		
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites					X
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases					X
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Distinguishing odors by smell				X	
Distinguishing tastes		X			



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	NA	NE	O	F	C
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings			X		
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date