DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT

Position: Housing Stability Technician
Schedule: Less than 20 hrs./week; Monday - Friday
Compensation: $16.00/hr.
Location: This position may be remote, however will be required to attend staff meetings in person.
Opening Date: January 13, 2022
Closing Date: Position is open until filled.

General Purpose:
Assist individuals and families to identify assistance to maintain and/or obtain housing. Screen applicants for eligibility.

Education and Experience:
The knowledge, and abilities are usually acquired through a combination of education and experience equivalent to graduation from high school and two years of human services experience. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

Necessary Knowledge, Skills and Abilities:
• Must be able to maintain regular attendance and work scheduled hours.
• Knowledge of personal computer and data base entry.
• Ability to maintain and effective working relationships with other employees, agencies, landlords and property management companies, clients and the general public under program guidelines.
• Must have empathy for low-income and disadvantaged clients.
• Ability to interact with individuals and households with diverse cultural backgrounds.

APPLICATION PACKET, INCLUDING FULL JOB DESCRIPTION AVAILABLE VIA THE FOLLOWING:
• On the HRC website at www.humanresourcecouncil.org
• Contact Lina at lina@hrcxi.org
• Human Resource Council office
  1801 South Higgins Avenue
  Missoula, MT 59801

To be considered for the position, a completed HRC Application for Employment and any other related information must be returned electronically to lina@hrcxi.org or at the Human Resource Council, 1801 South Higgins, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.
**DISTRICT XI HUMAN RESOURCE COUNCIL, INC.**

<table>
<thead>
<tr>
<th>Department: Housing Services Eligibility/Support</th>
<th>Job Description</th>
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<tr>
<td><strong>Job Description Title:</strong> Housing Stability Technician</td>
<td>FLSA Status: Non-Exempt</td>
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<tr>
<td><strong>Accountable To:</strong> Housing Stability Assistance Coordinator</td>
<td>Position Status: Part time</td>
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<tr>
<td><strong>Prepared By:</strong> Kate Jerrim Ybarra and Jim Morton</td>
<td>Revision Date: 1/7/2022</td>
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**Job Summary:**
Assist individuals and families to identify assistance to maintain and/or obtain housing. Screen applicants for eligibility.

**Expectations:**
1. Report to work on time each scheduled day.
2. Be courteous and treat company employees, customers and the public with respect.
3. Clearly communicate questions and/or concerns to your supervisor when they arise.
4. Maintain appropriate communications with supervisors and co-workers.
5. Perform other duties as assigned which require similar knowledge, skills and abilities.

**Essential Duties and Responsibilities**
1. Facilitate communication with landlords.
2. Complete eligibility interviews. Verifies participant status review household income and identify next steps towards available assistance. Assist applicants to apply electronically for available housing programs to include Emergency Rent Assistance. Assist clients with questions about their housing status.
3. Responsible for following and interpreting guidelines.
4. Follows program requirements to unified standards as set by the program and the HRC administration.
5. Assists eligible households with identifying other resources available to the household.
6. Provide information to households at risk of losing housing.
7. Complete required data entry, filing, file set up and case notes as assigned.
8. Complete monthly reports as required.
9. Attend required trainings and attend staff meetings in person.
10. Other duties as assigned

**Minimum Qualifications (Knowledge/Skills/Abilities/Experience):**
The knowledge, and abilities are usually acquired through a combination of education and experience equivalent to graduation from high school and two years of human services experience. Other
combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

- Must be able to maintain regular attendance and work scheduled hours.
- Knowledge of personal computer and data base entry.
- Ability to maintain and effective working relationships with other employees, agencies, landlords and property management companies, clients and the general public under program guidelines.
- Must have empathy for low-income and disadvantaged clients.
- Ability to interact with individuals and households with diverse cultural backgrounds.

**Supervisory Responsibilities:** None

**Technology Used:** Computer, copier, multi-line phone and fax. Familiarity with Word and Excel software.

**Physical Demands and Work Environment:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office setting and out of office meetings.

This position may work remotely, however will be required to attend staff meetings in person.

**License Certification Requirements:**
Valid Montana State Driver's License, or ability to obtain one and insurable on company policy, have reliable transportation and use of personal vehicle, pass background check.

**Required Employee Tools and Clothing:** Professional attire appropriate to an office setting.

Supervisor Signature: ____________________________________________ Date: ___________________

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those in those positions(s).
I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

_______________________________________  ________________
Employee Acknowledgement and Signature    Date

_______________________________________
Printed Name