



**Position Title:** Locator/Prevention Specialist

**Position Description:** This is an exempt, salaried full-time, 40 hours per week position. Full-time standard hours are Monday – Friday, 8:30 AM – 4:30 PM; however, secondary to the nature of this position, there may be times when hours need to be flexible to accommodate work activities. The Locator/Prevention Specialist will provide eviction support, housing locator, RRH Lite assistance to individuals referred from Your Way Home Montgomery County and supportive services to individuals and families presenting at the Cluster Outreach Center. Primary responsibilities will be for the Eviction Prevention & Intervention Coalition (EPIC) and locating services, while Rapid Rehousing Lite and supportive services responsibilities occurring as workload availability allows.

**Qualifications:** Proven ability to work cooperatively with clients, staff and volunteers of all ages, ethnic backgrounds and socioeconomic levels. Strong sense of professionalism is necessary, as work includes interactions with the public. Outstanding oral, written and computer skills. Capable of working independently and managing time efficiently. Exceptional ability to multi-task in short time periods. Gregarious & persuasive personality and interest in cultivating new connections with landlords and property owners. Willingness to be flexible with work schedule, as evenings and weekends may be required. Bachelor's degree in social work or related field preferred; knowledge of fair housing laws and tenant rights, regional housing market and familiarity with social, health and benefit resources in Montgomery County preferred. Must possess a valid driver's license, current auto insurance and have own transportation. Current child abuse clearance, criminal background check and FBI fingerprint check are required. Physical qualifications include ability to lift up to 25 lbs. and to bend, stoop, sit and stand.

**Specific duties include the following:**

**EPIC Support**

- Provide back up support to EPIC Coach by providing the EPIC social service component during times of overflow or in EPIC Coach's absence
- Demonstrate knowledge of magistrate court proceedings
- Operate within an established partnership with a magistrate judge and clerks, volunteer attorneys and others.
- Ability to provide an organized and swift in-person assessment with the client facing eviction, to review housing situation, financial situation, terms of eviction, and current resources to which the household is currently connected.
- Capacity to engage and mediate tenant/landlord relationship with have resulted in eviction proceedings
- Clear understanding of tenants' rights and fair housing issues

**Location Assistance**

- Develop relationships with landlords across the Housing Resource Center geographic area that lead directly to affordable housing opportunities for homeless residents
- Connect Housing Resource Center clients with permanent housing opportunities that meet the County's inspection standards
- Negotiate rental amounts with landlord
- Educate landlords about Your Way Home and how the relationship will work
- Educate Housing Resource Center clients on how to be a good tenant and neighbor, and how to handle landlord tenant issues

**RRH Lite**

- Provides rental screenings and move in financial assistance for all clients referred through the Your Way Home Montgomery County (YWH) rapid rehousing lite



- Provides problem solving to individuals and families facing homelessness

**General**

- Complete paperwork and reports as required ensuring client files are up to date with all required documents regarding client housing stability, including information in the Clarity Human Services (HMIS) database and in the Pottstown Cluster of Religious Communities database
- Have ongoing communications with the County's Your Way Home staff, Your Way Home Call Center hotline staff, Community Connections' Navigates, Shelter Providers, and other Housing Resource Center staff at other Housing Resource Center sites in Montgomery County
- Actively participate in meetings and communications within the Your Way Home Initiative
- Participates in program planning, development, and evaluation for YWH services and supportive services area, as appropriate
- Plan and execute the oil assistance program on a yearly basis
- Determines and facilitates linkages to other services as appropriate when working with new or existing PCRC clients
- Determines appropriateness for access to restricted funding and administers restricted funding per program policy for such cases, as appropriate
- Maintains tracking system for all disbursement of restricted funding and provides reports as required
- Attend meetings, trainings and conferences as requested
- Demonstrates confidence and consistent decision making skills
- Demonstrates resourcefulness, flexibility and empathy to meet the demands of the position and needs of the organization
- Interacts with staff, volunteers and clients in a courteous, respectful manner
- Maintains confidentiality of all information related to clients
- Strong awareness of boundaries and potential ethical concerns.
- Represents the staff of PCRC at the PCRC Delegate Assembly at all of the quarterly meetings
- Is able to assist in any other area of the Cluster Outreach Center client programs in the absence of other staff and as needed

The Locator/Prevention Specialist is an employee of the Pottstown Cluster of Religious Communities, whose primary function will be to the Pottstown Housing Resource Center team serving Pottstown, Norristown and the Western Region of Montgomery County. However, the Locator/Prevention Specialist will also work as a member of the Cluster Outreach Center staff team. This position is funded by the Montgomery County Department of Housing and Community Development as part of a contract to the Pottstown Cluster of Religious Communities to provide services as an operator of a Housing Resource Center. If the County terminates the contract, this position will not necessarily remain as an available position through the Pottstown Cluster of Religious Communities.

This position reports directly to the Director of Support Services. If interested, please forward cover letter and resume to: [JBrown@pottstowncluster.org](mailto:JBrown@pottstowncluster.org).