



**Position Title:** Eviction Intervention 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 Eviction Intervention Specialist will provide housing stabilization, and eviction support to households served through the Eviction Prevention & Intervention Coalition (EPIC) and Emergency Rent and Utility Coalition (ERUC)

**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 and the local judicial system. 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 consumers, landlords/property owners, and other providers. Willingness to be flexible with work schedule, as evenings and weekends may be required. Associate's degree in Human Services or a related field is required, a Bachelor's degree preferred. Two years' of experience in direct human services/housing practice is required. 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. Consent to drug screening prior to job offer is required.

**Specific duties include the following:**

- Demonstrate knowledge of 8 Montgomery County magistrate court proceedings
- Provides assessment or problem-solving information to individuals and families facing possible eviction, referred by courts or Your Way Home Emergency Rent and Utility Coalition – CV program
- Determines and facilitates linkages to other services as appropriate
- Determines appropriateness for access to restricted funding and administers restricted funding per program policy for such cases, as appropriate
- Maintains client information in the Clarity Human Services (HMIS) database for all EPIC/ERUC-CV clients and in the Pottstown Cluster of Religious Communities (PCRC) database for all other clients
- Has ongoing communications with the ERUC-CV team for coordination of this program
- Monthly data entry to EPIC tracking system for all disbursement of restricted funding
- Operate within an established partnership of community partners.
- Provide in-person assessment with the client facing eviction, using established assessment tools.
- Engage and mediate tenant/landlord relationship, as able, during/outside court times, while advocating for tenant needs
- Participate in program planning, development, and evaluation for EPIC services and supportive services area, as appropriate
- Interacts with staff, volunteers and clients in a courteous, respectful manner
- Maintains confidentiality of all information related to clients



- Is able to assist in any other area of the PCRC client programs in the absence of other staff and as needed

This position reports directly to the Director of Support Services.