

Position Opening

Southeastern Michigan Health Association

POSITION TITLE: Housing Services Specialist
Non-Exempt
Part Time (.5FTE - 20 Hours Weekly) with Benefits

SALARY: \$23,400 Negotiable based on skills and experience.

LOCATION: CLEARCorps Detroit
11148 Harper Avenue
Detroit, MI 48213

BACKGROUND: The mission of CLEARCorps Detroit (CCD) is to eliminate childhood lead poisoning and reduce the impact of environmental hazards on the health and safety of children. This work is done in collaboration with community partners at the intersection of health, housing, environment, education, and racial equity to ensure improved health and opportunity for children. CLEARCorps offers a hybrid of services for families. We believe healthy homes are only possible at the intersection of reducing health risks and improving the quality and safety of the home. CLEARCorps creates community awareness (outreach and education), provides training, and supports the reduction of health hazards in homes through direct service and referrals to other programs. We use a person-centered home-focused approach to reduce the health risks of lead poisoning and environmental hazards that include energy efficient home repairs, providing information for parents, landlords, and others about recognizing and addressing lead hazards, referring children for testing and treatment, referrals to other programs, and when necessary relocation services for families with children with elevated blood lead levels.

POSITION SUMMARY: The Housing Services Specialist will report to the Executive Director and will provide expertise and services to families related to keeping or acquiring safe and healthy housing especially as it relates to the support of the reduction of environmental hazards (with a major focus on lead hazards) that impact the health and safety of children and the overall health, safety, and energy efficiency of homes. This may include assisting a client in accessing lead abatement services, relocating to a lead safe home, credit counseling, or providing referrals for other housing related assistance (energy efficiency, property tax and foreclosure prevention). A major focus of this position includes the recruitment of families, case management, and family education strategies to support clients participating in the lead safe homes relocation project which seeks to assist families in moving from unsafe rental homes to lead safe rental homes. The specialist will be the primary contact working with families, landlords, property managers, the Michigan Department of Health and Human Services, the Detroit Health Department, and others to achieve this goal. The specialist will be responsible for project execution, case management, data collection, and reporting under the direction of the Executive Director. Other projects as assigned.

REQUIREMENTS:

- Act as primary point of contact for families seeking relocation to lead safe homes.
- Oversee project execution and daily operations for families seeking relocation assistance.
- Conduct and/or coordinate outreach efforts to recruit families with children with elevated blood lead levels for participation in the relocation project.
- Maintain project databases; generate required data.
- Develop and maintain partnerships with community organizations and governmental partners that support lead safe and healthy homes.

- Recruit property owners and managers with lead safe rental homes.
- Perform quality checks on completed relocation and energy efficiency assistance projects.
- Other projects/duties as assigned

SKILLS:

- Familiarity with environmental health hazards and lead poisoning prevention.
- Ability to communicate effectively, both verbally and in writing, with diverse audiences (such as health department staff, families, property owners, and housing inspectors).
- Skill in outreach and consultation techniques and ability to work with a variety of professionals and individuals including public health and housing agencies, community and non-profit organizations, and private businesses.
- Excellent customer service and commitment to continuous quality improvement.
- Commitment to protect privacy and confidentiality of clients.
- Certification as Lead Renovator (RRP) or ability to achieve within two months of hire.
- Knowledge of Healthy Housing Principles.
- Critical thinker with ability to identify problems and propose solutions.
- Reliable transportation and willingness to engage in property site visits and community outreach.
- Must be proficient in Microsoft Office products and data management tools.

EDUCATION/EXPERIENCE:

- Bachelor's degree in construction management, community development, public or environmental health, health or human services, social work, or related field and/or equivalent experience.
- Experience working in a community-based setting providing direct client contact/interaction.
- Three to five years of experience working with rental property management, real estate, housing counseling, home repair programs and/contractors and/or environmental health program.

*Applicants must be presently authorized to work in the United States on a full-time basis.
E.O.E.*

Application Deadline: Open Until Filled

Apply via this Website, Mail, Email (dm@clearcorpsdetroit.org), or Fax resume and cover letter to:

Southeastern Michigan Health Association
Attention: Diane McCloskey
3011 West Grand Boulevard
Suite 200, Fisher Building
Detroit, MI 48202
Fax: (313) 873-8137
NO PHONE CALLS PLEASE

This position is supported by a grant or private funding with and is renewed annually as funds are available.

Southeastern Michigan Health Association
An Equal Opportunity Employer
Drug Free, Violence Free, and Zero Tolerance Employer
Welcomes Veterans and Disabled Veterans to Apply
Employs Able/Disabled Individuals