



Job Announcement

20210222 LHA Resource Specialist

CLOSING DATE: August 6, 2021

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: External Services

Division: Community Services

Hiring Range: \$4,815 - \$5,350/month

Monday – Friday, 8:00am – 5:00pm

Occasional nights and weekends

Regular Full-time with Benefits

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan, 401(a) Money Purchase Plan, Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance.

Other benefits: Optional, employee elected, voluntary benefits are available.

Definition:

Provide information, consultation, education, and referral to residents regarding the resources and services available to individuals and their families and assist them in accessing and utilizing available resources and services to remain successfully housed and thriving. Conducts intake and assessment to develop case plans and provides follow up as needed. Provide case management services as needed.

Principal Duties:

Provide an initial orientation to each resident to ensure an assessment to determine their interest in and need for on-site services. Conduct an initial intake and annual assessment of residents regarding services and educate residents regarding services offered and their interest. Conduct intake to determine applications and eligibility for programs and services and develop

case plans with and for the client. Provide case consultation to residents and their families and caregivers by providing information about resources, participating in joint problem solving and goal setting. Provide referrals, assisting clients in accessing services, and doing follow up as needed. Maintain resource information regarding a variety of services available to residents and their families. Assist clients in obtaining and completing applications for a wide variety of programs and services. Work with property management staff when a resident may be in jeopardy of eviction or other lease violations and offer service assistance support and assist with housing resources as needed. Initiate and maintain cooperative relationships and partnerships with other community agencies in the Longmont/Boulder County/metro and northern region. Acts as an advocate for services for clients and supports them in accessing services. Evaluate services and programs and implement changes as needed. Maintain financial, client, and program records and prepare related reports as required. Develop site specific annual outcome measures and consistently track and measure client progress and analyze for continuous improvement. Attend and complete training requirements (HUD requirements). Coordinate on-site education and support activities.

Working Environment:

Work is primarily performed in a shared office environment within a Longmont Housing Authority property, and will require travel to and from various properties within Longmont as well as possibly performing work in an individual client's apartment. Work requires the ability to communicate effectively verbally and in writing in English. Work requires occasional light lifting and carrying (up to 15 lbs.), reaching, and bending/stooping. Work involves continuous verbal and written communication via phone, email, and in person with clients, caregivers, and outside agencies, reading documents performing multiple concurrent tasks, problem solving and confidentiality. Work requires visual and physical capabilities to work on computers and associated equipment and to operate passenger vehicles to travel to community agencies and client homes.

Qualifications:

Any combination of education and experience equivalent to four years of college with course work in social work, psychology, sociology, gerontology or related field and two or more years of experience working with older adults, homeless persons, or low income individuals and families in a human services or property management related field. ***Special Qualifications:*** Bilingual (English/Spanish) proficiency desirable.

Selection

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

DEADLINE: 11:59 P.M. ON August 6, 2021

Online application (required) must be successfully submitted by 11:59 p.m. on August 6, 2021. The online application process is available for this position on our website at

www.longmontcolorado.gov/jobs. Resumes are not accepted in lieu of the City Application. For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status, or disability unless related to a bona fide occupational requirement. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER
ALL CITY OF LONGMONT FACILITIES ARE SMOKE FREE