



Poverello House

Housing Matcher

Salary: \$26.00 per hour

Grant Term: July 1, 2025, to June 30, 2026

Position Summary:

The Housing Matcher processes match referrals and communicates with housing providers to obtain information on the number and kind of vacancies.

Essential duties and responsibilities:

- Process match referrals
 - Respond to providers who have submitted incomplete or improperly filled out match forms and guide them on how to correct the errors
 - Refer clients to specific programs based on completed match forms
 - Follow up on match referrals to find out whether they are successful, unsuccessful, or still in progress
 - Refer agencies who have repeated difficulty with matching to the trainer and/or administrator for assistance
- Communicate with housing providers to obtain information on the number and kind of vacancies in their programs
- Conduct weekly case conferenceing meeting
 - Identify themes or subpopulations to focus on for a period of time
 - Gather feedback to collaboratively update the by-name list
 - Deliver appropriate trainings or presentations, including from community partners
 - Lead group in troubleshooting client problems and barriers to housing
- Attend community meetings

Qualifications:

- Flexibility (Position will require open availabilities 24/7, seven days a week, occasional weekends)
- Associates degree required in social services or related
- One year working in an administrative office or office type environment
- 1 year of experience working with persons in poverty or with various disability disorders preferred
- Adept in MS Office (Excel, Word, and Outlook)
- Skilled at working with diverse populations and engaging clients
- Ability to communicate professionally and with integrity
- Ability to work independently or as a member of a team
- Ability to multi-task and work well under pressure
- Effective written, verbal, interpersonal communication
- Valid Drivers License

If interested in the position, please send a resume to PovHR@poverellohouse.org

No Phone Calls Please