



Poverello House

Job Description

Title: Housing Matcher

Hours: Full-Time (40 hours weekly, non-exempt)

Reports To:

Purpose: Process match referrals and communicate with housing providers to obtain information on the number and kind of vacancies.

Job Responsibilities and Duties

- 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 form
- 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 or coordinator for assistance
- Conduct a weekly case conferencing 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

Qualifications

- Associates Degree Required in social services or related field
- One year experience in an office work environment
- Excellent communication skills; both verbal and written
- Ability to multi-task and work well under pressure
- Proven ability to work independently with guidance
- Proficiency in the Microsoft Office Suite

Compensation

- \$25/hour
- Paid vacation (accruals dependent upon time served)
- 9 paid holidays, paid sick time (per applicable laws, plus accruals)
- Medical, Dental/Vision, Life Insurance, SIMPLE IRA retirement, and additional fringe benefits included