



DISABILITY  
COMMUNITY  
RESOURCE  
CENTER

## EMPLOYMENT OPPORTUNITY

**POSITION TITLE:** Housing Specialist  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Program Manager

### SUMMARY

The Housing Specialist (also known as the Comprehensive Services Specialist) is under the direction and supervision of the Program Manager. The position is responsible for direct service delivery to members with an emphasis on finding housing.

### RESPONSIBILITIES

- Conduct comprehensive assessments and evaluations of individuals to determine their goals for housing.
- Locate specific apartments and assist members off-site to find housing. Increase the housing stock on the Westside and in Los Angeles area.
- Develop housing leads in the community and work with landlords and housing specialist to assist consumers with finding permanent housing.
- Develop and implement Independent Living Plans in collaboration with members, DCRC and other community service providers to locate housing.
- Provide goal-oriented resource regarding housing in a group, family and/or individual setting.
- Participate in member conferences and ILP meetings with DCRC staff members and community service providers.
- Advise individual members, community agencies and organizations of the availability of DCRC housing services.
- Develop a self-advocacy curriculum for members targeting housing issues and relevant housing regulations.
- Educate and train a minimum of 40 members per year about the housing issues facing members on the on the Westside of Los Angeles County.
- Create and distribute housing information based on finding housing and self-advocacy.

**Disability Community Resource Center - [www.dcrc.co](http://www.dcrc.co)**

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** ☎ (310) 398-9204 **TTY** ☎ (888) 851-9245 **Toll-Free**

- Engage in systems advocacy activities in the community that focus on educating about and advocating for the housing needs and rights of people with disabilities.
- Document services provided using the CIL Suite database.
- Participate in systems advocacy activities
- Perform other duties as assigned by the Program Manager.

## **QUALIFICATIONS**

- One year of experience working collaboratively with members providing housing services/case management, Independent Living Skills training and assistance with finding housing.
- Demonstrated interpersonal skills needed to interact effectively and diplomatically with a variety of staff, volunteers and members of the community.
- Demonstrated ability to communicate effectively (oral/written).
- Must be able to travel as required.

## **PREFERRED QUALIFICATIONS**

- Life experience with disabilities as well as knowledge of the Independent Living Movement philosophy.
- Prior experience in housing search or related areas preferred.
- Bilingual skills (Spanish, Pacific Asian Islander and/or American Sign Language).
- Experience in domestic violence/sexual assault.

## **AAP/EEO STATEMENT**

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

## **DISCLAIMER**

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned.

## **UNION REPRESENTATION**

This position is a bargaining unit position. As such, the position is represented by the union, the Association of Disabled Service Employees (APDSE). Membership to the APDSE is optional; however, the APDSE is certified to represent the positions within the bargaining unit at DCRC. The APDSE will be provided your contact information and related salary information once you begin employment at DCRC.

## **HOW TO APPLY**

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to [dcrc@dcrc.co](mailto:dcrc@dcrc.co). Employment forms are located on our website at:

<https://www.dcrc.co/wp-content/uploads/2018/02/2018-DCRC-Employment-Application.pdf>

<https://www.dcrc.co/wp-content/uploads/2018/02/2018-DCRC-Applicant-Data-Record.pdf>

You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.