



Community Resource and Housing Specialist

Wanted: Versatile energetic individual who is bilingual in English and Spanish to join our team at Hands on Hartford as the **Community Resource and Housing Specialist**. Work in Homeless Prevention for the community providing services to low-income individuals and families who reside in Hartford. The Community Resource and Housing Specialist will serve as the primary point of contact for individuals and families seeking housing stabilization, financial assistance, and community resources through phone, email, referrals, and walk-in services.

Why work at Hands on Hartford: Hands On Hartford, located in the vibrant Parkville neighborhood of Hartford in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 56-year-old nonprofit that values team work, takes a strengths-based and collaborative approach to all we do.

As the Community Resource and Housing Specialist you will do many things including but not limited to:

- Determine eligibility for security deposit assistance, utility assistance, rental assistance, and partner referral eligibility.
- Connect clients to housing resources, eviction prevention services, workforce development, food assistance, healthcare, behavioral health, transportation, childcare, legal services, and other community-based supports.
- Process security deposit assistance, utility assistance, rental assistance, partner referral applications and enter client intakes into the HMIS data management system.
- Complete intakes, make copies of necessary documents, and submit check requests once approved by supervisor.
- Participate in community meetings, outreach activities, and agency events.
- Maintain complete and confidential client files while preparing required monthly statistics, and documentation to support program compliance, grant reporting, and continuous quality improvement.
- Provide support and coverage in other programs as assigned.

You may be a good fit if you:

- Associate's degree in Social Work, Psychology, or a related field, or 2 years of experience in case management or community resource navigation.
- Commitment to helping families and individuals to meet their basic human needs.
- Excellent oral and written communication skills.
- Believe in our mission and core values.
- Fluent in English and Spanish.
- Ability to lift and carry at least 25 pounds.

We care passionately about our employees and offer:

- Dedicated and friendly co-workers.
- 40 hours a week, Monday - Friday. Flexibility in the work schedule is expected.
- Paid time off, 12 holidays, vacation, personal time, and sick leave.
- 401 K contribution and employer match.
- Free on-site parking.

Pay: Range \$23-\$25 per hour.

If this sounds like a good fit to you send letter of interest & resume to:

Jennica Torres

Program Manager of Homeless Prevention and Food Access

Email: jtorres@handsonhartford.org

AA/EOE