

Arizona Friends of Foster Children Foundation

Keys to Success Program

Resource and Housing Specialist Job Description

The AFFCF Keys to Success (KTS) program was established to help youth who are aging out of the foster care system receive the career, education, employment, and personal development/life skills services that lead them to discover their potential and a pathway to living wage employment.

General Statement of Duties: Provides a variety of office and field activities to support the housing and basic needs of participants served in the Keys to Success program; performs direct services and compiles related documentation.

Essential Functions Statements: These responsibilities are representative, but not all-inclusive, of the job functions required for this role.

1. Work individually with assigned youth to assess their needs and assist them with access to resources that will eliminate barriers to career and life success.
2. Have strong working knowledge of community resources and providers to make appropriate referrals.
3. Develop relationships with key organizations to facilitate referrals and enrollments into supportive services.
4. Help youth navigate enrollment in care or services, such as medical or mental health care, supportive housing, food stamps (SNAP), etc.
5. Assess housing barriers of participants experiencing homelessness to determine housing and service needs.
6. Develop a housing procurement, financial, and self-sufficiency case management plan with participants. This shall include intake interview to determine client's needs, goals, and potential financial resources to support housing.
7. Assist participants in locating and securing housing of their choice.
8. Provide mediation and advocacy with landlords on the participant's behalf to develop a workable plan to obtain and or maintain housing
9. Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors and creditors).
10. Serve as an ongoing liaison between property managers and participants.
11. Provide information and referral assistance regarding available support from appropriate social service agencies and/or community programs.
12. Assist in development of and encourage adherence to a personal budget through proactive housing and budget counseling sessions; provide budget counseling and education to assist participants in establishing payment plans for bills and past debts and to assist participants in obtaining and maintaining their housing.
13. Assist participants in development of a strength-based/solution-focused individualized goal and action plan that promotes permanent housing and self-sufficiency (life skills); develop an effective, timely referral network in order to ensure ongoing direction and support as needed.
14. Provide proactive follow-up home visits to ensure stability and further progress towards self-sufficiency; this includes support, advocacy, reducing isolation, listening, and problem-solving.
15. Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities.

16. Maintain accurate notes and entries in the Keys to Success database to document services and outcomes for each participant.

17. Transport clients as deemed necessary to housing and meetings and with relevant social service agencies.

Qualifications: Bachelor's degree in Social Services or Human Services or related field required. A minimum of 5 years of experience may substitute for degree requirement.

- A minimum of one year of experience conducting case management or housing support services preferred.
- Experience in dealing with clients possessing multiple barriers to housing stability preferred.
- Ability to advocate for the interests of program participants and navigate complex systems.
- MUST be willing and able to travel throughout the East Valley region and to Pima County to deliver services.
- MUST have a Level 1 Finger Print Clearance card or ability to acquire one at time of hire and a clean driving record.

Compensation and Benefits: full-time position (40 hours a week)

- Compensation range \$49,000 to \$57,000 annually based on experience and education
- Mileage reimbursement at 65.5 cents per mile
- Generous PTO, sick time, healthcare, and dental benefits
- Matched 401k
- Term life insurance
- Flexible schedule

Interested applicants, please send a resume and cover letter to Diane Daily at ddaily@affcf.org. No phone calls, please.