



Housing Specialist Career Opportunity

Are you positive, motivated, and detailed orientated? Do you enjoy assisting people by providing them with a “hand up” in life?

We are seeking a dedicated Housing Specialist to join our team. The ideal candidate will have a passion for social work and assisting individuals in finding suitable housing solutions. If you have experience in property management, knowledge of Fair Housing regulations, and excellent negotiation skills, we encourage you to apply.

Competitive Wages/Benefits

- Salaried/exempt position, \$40,000 - \$60,000 annually, salary is negotiable and based on experience.
- 12 ½ Paid Holiday's along with Vacation and Sick Leave.
- 100% employer paid single coverage health insurance. Additional family coverage available.
- Dental, vision, short term disability, accident, cancer, and critical illness available.
- Public Employees Retirement Association (PERA) with employee and employer contribution.
- \$25,000 employer paid term life/AD&D insurance.

Schedule

Monday-Friday 8:00am-4:30pm, flexible schedules are negotiable.

Ability to Demonstrate these Skills

- Exhibit the highest standards of professionalism and integrity
- Maintain and value client confidentiality
- Excellent written and verbal communication skills
- Ability to prioritize, organize, and multitask
- Perform tasks in accordance with standards established in policies and procedures.

Minimum Requirements

- Current and valid driver's license
- Pass a criminal background check
- Proficient in Microsoft Office Application
- At least one year of relevant work experience
- Ability to negotiate effectively on behalf of clients
- Strong crisis management skills

Preferred Requirements

- Experience in Social Work or Mental Health
- Bilingual in English and Spanish
- Knowledge of Fair Housing regulations and property management practices
- Familiarity with Yardi software is a plus
- Experience working with programs such as Section 8 and Public Housing is preferred
- Background in addiction counseling is advantageous

Does this position sound like the right opportunity for you? Interested in hearing more? Submit yourself for consideration by emailing your resume and cover letter to tahran@crookstonheda.com or you can call Theresa Tahran at (218) 470-2000 for additional information! We look forward to meeting with you!