The Iron Tribe Network HRSN Peer & Housing Coordinator supports clients in navigating the HRSN housing benefit through Pacific Source or Columbia Pacific.

Job Title: Housing Specialist		**Date: ASAP**	

Job Description: Housing Specialist reports to the Deputy Director and is responsible for answering phones, informing potential tenants of openings, and conducting self-pay intakes.

Qualifications: Experience in the addiction and recovery field required. Identify as someone in recovery. Experience in administrative tasks, experience with QuickBooks Preferred but not required. Valid Driver's License.

Coverage: Expected to be in the office 8 hours per day Monday- Friday.

Duties:

- Check mail daily.
- Answer the phone, inform potential tenants of housing openings.
- Do Intake rental agreements with new tenants
- Send out invoices and W9 to funding resources for residents.
- Screen potential new residents and assist with the intake process.
- Update rent schedules with vacancies
- Receive rental payments & provide receipts to tenants

Education, Training & Experience:

- Self-identify as someone with lived experience of substance use or co-occurring challenges
- Minimum of 2 years in recovery with active involvement in a recovery program
- Proficient in MS 365, Outlook, Word, Excel & knowledge of QuickBooks

Competencies:

- Ability to work effectively with individuals of diverse backgrounds.
- Ability to communicate clearly and effectively in writing and orally.
- Attention to detail
- Time management and organizational skills
- Administrative Skills

Additional Eligibility Requirements:

- Valid Driver's license, able to pass our insurance screening.
- Background check screening, No theft/fraud, No Computer Crimes

- A reliable vehicle, active driver's license, current insurance, and the ability to pass our insurer's driving standards.

***Essential Job Functions*:**

- Screen potential new residents and assist with the intake process.
- Update rent schedules with vacancies
- Do Intake rental agreements with new tenants

Work Environment:

- **Climbing**: Stairs at all locations, climbing expected
- **Lift/Carry**: Occasionally, 1-30lbs.; files, paperwork, supplies. Seldom, up to 35 lbs.; boxes of records, moving room furniture for Peers
- **Push/Pull:** Occasionally, using both arms/hands, required force of 5-20 lbs.; opening doors/file drawers.
- **Hands/arms:** Constant use of both hands/arms while cleaning, writing instructions, filing, and typing.
- **Legs /Feet: Walking** / standing or sitting for periods of time.

Driving: Licensed, insured, and physically able to drive safely.
Position Type/Expected Hours of Work: This is a full time; 40 hrs. per week job, Monday thru Friday 7 a.m. to 4 p.m. Extended hours and occasional weekends may be necessary to accommodate housing communication.

Employment Status:	Full Time	**Employment Type:**	Employee
Wage:	$21-$24 per hour DOE	**Benefits:**	Paid Medical/vision/PTO/401k/FSA Card-after 60 days
Reporting Supervisor	Meli Rose	**Manages Others:**	No
Training Provided: Ethics, other as arranged			
Please Send Resume and Cover letter to:			
Name:	Attn: Meli Rose	**Email:**	Careers@irontribenetwork.org
Address:	17763 SE 82nd Dr. #A	**Web Address:**	https://www.irontribenetwork.org
City:	Gladstone, OR	**Zip/Postal Code:**	97027
Phone:	(503) 344-6710	**Other:**	
Number of Vacancies	1		

The above statements are intended to describe the general nature and level of work being performed by the staff member of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for this position.