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## **Housing Supports Broker**

Department: Property and Asset Management

Reports to: Housing Link Manager

Employment Status Classification: Full Time Salary

### **Job Description Summary:**

The Housing Supports Broker is responsible for developing and maintaining relationships with people with intellectual and developmental disabilities as well as those with mental illnesses along with their support system members. This position is responsible for finding and assisting with securing available housing. This position requires the ability to network and form relationships with mental health providers and other stake holders. This position also requires knowledge of the mental health system in Oakland County.

### **Essential Functions:**

Foster collaborative relationships with stakeholders to include persons served, their natural supports, service providers, landlords, supports coordinators and case managers.

Attend person centered planning meetings.

Maintain a housing and roommate database and assure its accuracy.

Advocate for person's served with landlords, public housing and other housing related professionals.

Educate social workers and service providers to use software that will help people find and secure housing.

Use technology and excellent follow up skills to help individuals served secure housing and match individuals as potential roommates.

Other duties as assigned.



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## **Qualifications/Requirements:**

Prefer a Licensed Bachelor's in Social Work

Occasionally required to work weekends and nights.

Self-motivated person who has a high degree of compassion, can multitask and work efficiently with multiple people concurrently.

Enjoys working as part of a team.

Comfortable speaking to large crowds.

Computer skills including intermediate skills with Microsoft 365, MS Office suite, and the ability to quickly pick up technology and new software.

Excellent organization with attention to detail and excellent follow up skills.  
Strong Customer Service aptitude.

## **Transportation Requirements:**

Reliable transportation, possession of a valid driver's license, and maintenance of automobile insurance coverage that meets organization coverage limit requirements. (Bodily Injury \$100,000 each person and \$300,000 each occurrence and Property Damage of \$100,000 each occurrence.).

## **Physical Demands:**

While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, bending, lifting, carrying job related equipment and/or arranging files.

## **To apply for this position OPEN HERE:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101\\_000001&jobId=401631&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&ccId=19000101_000001&jobId=401631&source=CC2&lang=en_US)