

Eviction Prevention Specialist

Housing is a basic need many of us take for granted, yet many in our community may struggle to keep a roof over their and their family's head.

As an **Eviction Prevention Specialist** at **Third Street Alliance for Women & Children**, you'll be the bridge that connects clients, landlords, housing authorities, legal services, and other essential providers. In this newly created position, every day presents an opportunity to make a difference in the lives of those in need.

If you are looking for a role where you can help local families, while working within a dynamic, engaging, and supportive team – please apply today!

What you'll do

As a pivotal member of our team, you'll be taking on a dynamic role that combines professionalism with a genuine commitment to assisting individuals facing housing challenges. Day to day you'll focus on:

- **Client Intake and Eligibility Review:** Conduct comprehensive intakes and assess referral requests for emergency rental assistance
- **Application Support:** Empower clients by guiding them through the application process
- **Landlord Collaboration:** Foster positive relationships with landlords, working collaboratively to collect required documentation and providing mediation and advocacy to ensure our clients can maintain their homes after receiving rental assistance
- **Effective Liaison:** Be the pivotal link between clients, landlords, city and county housing authorities, North Penn Legal Services, and other vital provider agencies, ensuring a smooth and efficient coordination of services
- **Financial Recordkeeping:** Maintain meticulous records and diligently manage spreadsheets and files
- **Comprehensive Case Management:** Deliver top-notch case management, including budget assessments, document management, and precise data entry to ensure our clients receive the support they need
- **Tenant/Landlord Education:** Empower clients with essential knowledge about their rights and responsibilities in tenant/landlord relationships, the eviction process, and how to navigate the housing court system
- **Referral Network:** Connect clients with additional resources by referring them to financial counseling and legal services when their needs extend beyond immediate housing assistance
- **Collaborative Teamwork:** Actively participate in staff meetings, sharing insights on client progress and potential solutions to ensure we offer the best support for our clients' success
- **Adaptability and Initiative:** As part of our dedicated team, be ready to take on any other duties required by your supervisor to contribute to our mission

What you need to thrive in this role

A true passion for homelessness prevention and prior experience developing relationships with landlords, housing authorities, and local legal services will be key to this role. Additional requirements include:

- **Experience:** 5+ years of experience in housing services with a direct focus on homeless prevention is required; as is experience working with diverse communities; trauma-informed and bilingual candidates highly desired
- **Education/Certification:** An associate's degree and/or industry training/professional development desired
- **Skills required:** A positive attitude, patience, compassion, and a genuine love for working with people are a must! As are: excellent communication skills with both clients and colleagues, organizational skills, attention to detail, confidentiality, time management, problem-solving, and interpersonal skills, especially when interacting with individuals from diverse socioeconomic, racial, and ethnic backgrounds
- **Location:** About 50% of your time will be at 41 North 3rd Street in Easton, PA, the remainder will be in the field
- **Schedule:** We are open Monday-Friday (except holidays) from 6a-6p, for this role we'd be open to an 8:30a-4:30p or 9:00a-5:00p shift

About us

Serving the greater Lehigh Valley for over a century, **Third Street Alliance for Women & Children** is a non-profit agency providing homeless prevention, shelter, and supportive services. Our mission is to inspire and equip women, children, and families to live, learn, and thrive. Housed in the historic Simon Mansion and the adjoining Bixler-Ward House, we believe in the power of communities, when people come together, we can change lives! Learn more about us here:

<https://thirdstreetalliance.org/mission-history>

What we offer you

We care about the well-being of our employees, and our benefits package illustrates in part, the level of commitment you'll feel from us:

- Starting pay in the \$43,000 - \$45,000/year range depending on experience/credentials
- Medical, dental & vision insurance
- Paid Time Off accrual that increases with tenure + paid holidays
- Company paid long-term and short-term disability insurance
- 403(b) plan for retirement
- Tuition reimbursement and parking assistance programs
- 75% discount on TLC childcare enrollment fees and 50% discount on TSA programs!

I'm interested, how do I get started?

Apply to: https://app.jobvite.com/j?cj=owO9pfwC&s=United_Way_LV

Is this the job for you? If not, feel free to share this link with someone who might be interested.

myHR Partner is our hiring management partner for this position. myHR Partner is not a staffing service or recruiter, and all resumes/applications will be reviewed for this position and only for our organization. Qualified candidates will be contacted by myHR Partner for a phone interview. After the phone interview, qualified candidates will be invited to an interview with the Third Street Alliance team.

Thank you for considering us as a potential employer!