



MEETING OUR COMMUNITY'S NEEDS
NEIGHBORS TO NEIGHBORS

People's Resource Center - Job Posting Housing Assistance Specialist – Grant Funded

PRC is hiring a Housing Assistance Specialist to assist with housing and financial assistance based on funding requirements, client eligibility, and funding availability. This position is full-time, 40 hours/week and will have an office at PRC's Wheaton location. The Housing Assistance Specialist is part of the Social Services Team and is supervised by the Director of Social Services. This is a grant funded position, and it is expected that the grant will last through December 2025, with some possibility to one to two additional months. Candidates must have a valid driver's license and access to a vehicle to travel to other sites. Bilingual English/Spanish is highly preferred.

BENEFITS

PRC offers a generous compensation and benefits package to our benefit eligible employees including:

- Medical insurance – HMO, PPO (90% Employer paid)
- Dental insurance – PPO (80% Employer paid)
- Short Term Disability & Life insurance (100% Employer paid)
- Flexible Spending Account participation
- SIMPLE IRA retirement plan and 3% company match
- 23 days of Paid Time Off (PTO)
- 12 paid holidays
- 2 floating holidays

ESSENTIAL FUNCTIONS

1. Management and disbursement of financial assistance funds and program compliance according to funder requirements
 - Maintain accurate and complete client files and processing forms
 - Assist with grant and internal reporting requirements as needed
 - Assist with the disbursement of housing financial assistance funds as needed
 - Adhere to internal department procedures to ensure efficient and effective service delivery
2. Provide direct service to individuals and families seeking financial assistance
 - Provide information, support, and referrals to clients who present in crisis
 - Act as primary lead on completing applications for government and mainstream benefit programs accurately
 - Conduct pre-screening interviews, client assessments and disburse financial assistance according to established guidelines
 - Develop a service plan including financial goals, self-sufficiency plan, and use of case management with clients
 - Connect clients with appropriate supportive services
3. Assist with Family Connections
 - Conduct screening and client assessments to determine eligibility according to established guidelines
 - Develop a service plan including financial goals, self-sufficiency and housing stability plan, and use of case management with families
 - Provide case management for designated families
 - Participate in client staffing/review meetings
 - Ensure accuracy and completeness of client files and forms
4. Ensure accurate and timely entry of data into all applicable databases including HMIS database, Client Central Database Social Services Database, and Neighborly, etc.

Other Functions

- Act as back-up for other Social Services staff as needed
- Other duties as assigned

EXPERIENCE/EDUCATION

- High school diploma or equivalent required; Bachelor's degree preferred, preferably in social work, psychology or other related fields
- 2 years of experience working in social services, financial assistance, or with at-risk and/or homeless individuals and families. Knowledge of DuPage County resources and mainstream benefits highly preferred

SKILLS/KNOWLEDGE

- Commitment to PRC's mission, values, and community focus
- Enjoy working in a social service organization and with clients
- Demonstrated ability to work with linguistically and culturally diverse client populations
- Ability to work well under pressure and have the ability to respond to client problems
- Ability to compile, analyze, and evaluate data and information
- Ability to maintain a high level of confidentiality
- Highly organized with a great attention to detail
- Ability to work independently with some guidance and direction
- Excellent time management skills
- Strong team player
- Ability to exercise strong professional judgement to resolve moderately complex problems
- Proficient in Microsoft Word, Excel, Outlook, and internet search engines; knowledge of databases and Google Docs preferred
- Bilingual English/Spanish highly preferred

ORGANIZATION OVERVIEW

People's Resource Center (PRC) is a nonprofit, social service organization founded in 1975 by community members looking to help neighbors who were facing financial hardship. Inspired by social justice heroes like Martin Luther King, Jr., Dorothy Day and Jane Addams, founders Dorothy McIntyre, Father Tom Peyton and a group of volunteers sought to do more than start a local food pantry.

With a team of over 2500 volunteers supported by 49 employees, PRC offers free emergency needs assistance and educational programming. Our emergency and basic needs services include food assistance, clothing, financial assistance, homeless prevention services, and referrals for medical and dental care. Job search assistance, adult basic education and literacy, computer training and access, and art enrichment equip individuals with the tools and resources they need to build stronger futures.

APPLICATION PROCESS

**To apply, please send your resume and minimum pay requirements to:
resumes@peoplesrc.org**

Applications will be accepted until the position is filled.
No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer.
www.peoplesrc.org