

JOB DESCRIPTION

Position Title:	SNCIL Housing Specialist Part Time .50FTE
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Department: PROGRAMS	Budgetary Responsibility: None
Reports to: The Executive Director	FLSA Status: Exempt, Administrative

Accepting Applications: April 04 – April 18, 2025

POSITION SUMMARY

The Southern Nevada Center for Independent Living (SNCIL) is seeking a positive individual with personal experience with a disability to serve as the Part-Time Housing Specialist on our team.

The SNCIL Housing Specialist team member will assist SNCIL Staff to conduct outreach to provide housing services to low-income individuals with disabilities of all ages and all disabilities to access permanent housing. Eligible individuals will be provided with the five core CIL services as requested jointly with other CIL staff. Consumers will have the opportunity to develop a housing goal and accept or waive the development of an Independent Living Plan.

The SNCIL Housing Specialist will jointly conduct 40 housing needs assessments and provide peer counseling and independent living skills training to complete applications, develop housing location skills and provide housing set up resource referrals. Monthly housing workshops will be provided by SNCIL Staff and SNCIL Housing Specialist on-site and by zoom. The objective of this position is to increase access housing resources to enter permanent housing or to divert them from becoming homeless.

Position Goals

The Goals for the Housing Specialist are to: Increase housing services to 40 eligible individuals in Clark County Nevada through the provision of SNCIL services and track the number of individuals progress towards permanent housing including institutional transitions.

The projected transition outcome is two individuals to transition from institutional settings to community living.

The projected diversions to prevent individuals at high-risk to institutionalization is twenty.

The projected outcome for permanent housing achieved is five.

The total number of individuals with a vision of hope for achieving a housing goal at some time is 40.

Qualifications

Experience providing housing search and transition services to individuals with disabilities.

Experience of ability to learn internal software for data tracking.

Education, work experience, disability experience and knowledge about community resources are preferred.

Bi-lingual in Spanish/English is a plus.

Must have working knowledge of Microsoft Office Suite and ability to learn internal software.

A typing and Microsoft Office Test May be required.

Capacity to pass a pre-employment drug test, a Nevada Driver's license and transportation required.

This is a part-time position: .50% FTE (20 hours weekly, 40 hours bi-weekly)

Salary DOE: \$25.00 for 12-month period

If you are interested in joining a dynamic team with the passion to guide other individuals with disabilities to live an independent quality life in Clark County Nevada, please forward a letter of intent to asantiago@sncil.org. Please note that our funding source mandate the majority of SNCIL Staff must be individuals with disabilities to maintain compliance.