



**S H A R E !**  
**the Self-Help and Recovery Exchange**  
*A project of the Emotional Health Association*  
**6666 Green Valley Circle**  
**Culver City, CA 90230**  
**(310) 846 - 5270**  
[www.shareselfhelp.org](http://www.shareselfhelp.org)

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## **Job Description**

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**Job Title:** Housing Placement Specialist

**Facility / Location:** SHARE! Culver City

**FLSA Status:** Full Time / Non-Exempt

**Reporting To:** Program Coordinator

SHARE! the Self-Help and Recovery Exchange. SHARE! is a non-profit organization that operates two community self-help support group centers in Los Angeles, California: SHARE! Culver City and SHARE! Downtown. Together SHARE! Culver City and SHARE! Downtown currently host over 120 self-help support group (including 12 step groups) meetings each week.

### **Summary / Purpose:**

SHARE! Collaborative Housing is a public-private partnership providing affordable, permanent supportive housing to disabled people in single-family houses throughout Los Angeles County. SHARE! has been referring to Collaborative Housing in Los Angeles since November 2005 and currently offers more than 100 houses in the Los Angeles Area. This project is supported by the L.A. County Department of Mental Health. SHARE! needs qualified candidates for the position of Housing Referral Specialist who have extensive personal experience in self-help support groups, are passionate about recovery, and want to help provide housing to those who are in need.

### **Essential Duties and Responsibilities:**

- Facilitate live housing placements over the phone during call hours
- Follow up with potential residents still in need of housing outside of call hours to maximize housing placements

- Accurately enter all potential resident data into the SHARE! Weekly Call Log and File Maker Pro—including demographic information, city of homelessness, source of income, etc.
- Stay up to date on housing vacancies; build extensive knowledge of all SHARE! partnered houses and home owners
- Build relationships with SHARE! Home Owners to better place individuals into SHARE! Housing
- Complete and submit COS daily
- Refer all potential residents to self-help support groups, regardless of housing placement

**Skills / Qualifications:**

- Minimum of 1 year of self-help support group experience
- Minimum of 1 year of sobriety/abstinence required if applicable, 2 -5 years preferred
- Ability to problem solve
- Self-starter, able to take a project and run with it
- Non-judgmental acceptance of others
- Bi-lingual in any language is a plus, Spanish, any Asian languages desired.

**Minimum Requirements, Training and Experience:**

- BA/BS degree a plus
- Managerial experience a plus
- CAADAC or CADE not required

**Work Environment:** Indoor, office and community peer-run center. Moderate to loud noise at times. Using the “Tools of the Trade” will provide you with appropriate responses during housing placement calls.

**Personal Qualities:** Honest, hard-working, compassionate, open-minded, self-starter

*Disclaimer: the above statements are intended to describe the general nature and level of work being performed by people assigned to this classification, they are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.*

**SHARE! is an equal opportunity employer. We value people who have turned their lives around after difficult circumstances including felony convictions, mental health challenges, and other problems. If you love self-help, are open minded, willing to work hard and learn a lot, SHARE! is the right place to work.**

**Employee Acknowledgement:**

Signature below institutes acknowledgement and review of the job description.

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**Employee Name (Please Print)**

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**Date**

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**Employee Signature**

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**SHARE! Staff (or) Supervisor Signature**

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**Date**