

#23-66 Housing Specialist
HARP/HPS, Full Time, Hilo

The Housing Specialist I researches housing resources in specific areas and is the primary housing resource for CCH within that area. The Housing Specialist identifies and develops relationship with landlords receptive to providing affordable housing units. This position also develops and maintains a database of all available housing units available for CCH clients. The Housing Specialist I must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: High school diploma required and two (2) years' experience working with the targeted client's group, property management, business environment or related field. Must be willing to travel to and from Hilo and Kona.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, 3 Year Employment History, & Education Verification

DEADLINE TO APPLY: September 15, 2023