

Hawaiian Community Assets

Job Title: Housing Specialist

Employment Type: Full-Time

FLSA Status: Non-exempt

Department:

Reports To: Program Manager

Job Summary

The Housing Specialist plays a pivotal role in delivering direct services to clients of Hawaiian Community Assets (HCA). This includes providing financial and housing education, individualized coaching, and case management. This role ensures compliance with HUD standards while supporting clients in achieving their financial and housing goals.

Essential Duties

- • Facilitate financial and housing education group workshops.
- Provide individualized financial coaching and housing counseling for clients enrolled in HCA's Financial Opportunity Center (FOC) services.
- Manage case files for FOC clients from enrollment through exit, including support with HCA match savings accounts and Hawaii Community Lending (HCL) loans.

Secondary Duties

- • Conduct outreach to promote the Financial Opportunity Center, HCA services, HCL loan products, and mortgage assistance.
- Network with key stakeholders, including residents, service providers, housing developers, county agencies, and employers, to enhance the presence and reputation of HCA.
- Ensure timely data entry of all client interactions and services into the client management system to maintain up-to-date records.

Supervisory Responsibilities

This job has no supervisory responsibilities.