



## Volunteer Position Description

### FACETS

<b>Location</b>	Various locations in Fairfax County
<b>Position Title</b>	<b>Housing Mentor</b>
<b>Purpose</b>	The position will help individuals living in homelessness secure affordable housing. The Housing Mentor will work closely with the case managers and clients in order to identify and find appropriate housing opportunities.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willing to support the mission of FACETS.</li> <li>• Provides training to clients in regards to searching for housing, talking with landlords, completing housing applications.</li> <li>• Assist in the establishment and maintenance of linkages with community resources, such as landlords, public and private.</li> <li>• Utilize housing search websites to search for housing.</li> <li>• Market clients to potential landlords, including cold-calling.</li> <li>• Travel with clients to housing appointments.</li> <li>• Assist clients in completing housing applications.</li> <li>• Input community resources, such as landlord contacts into a Housing Directory Database.</li> </ul>
<b>Time Commitment</b>	Mentor set their scheduled based on client need. 4 month commitment desired.
<b>Supervisor</b>	Case managers, Singles and Families' team leaders
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to work with a diverse population, including clients with criminal backgrounds, bad credit histories, limited English ability, mental health problems.</li> <li>• Belief and knowledge in "Housing First" and Rapid Rehousing philosophy and strategies.</li> <li>• Knowledge in current social services, homeless, and housing issues and methods/approaches to address issues.</li> <li>• Strong oral and written communications skills, including ability to effectively market clients to landlords.</li> <li>• Flexibility and ability to frequently change priorities.</li> <li>• Positive and professional attitude and demeanor.</li> <li>• Self-reliant problem solver and team player.</li> <li>• Basic knowledge of Microsoft office.</li> </ul>
<b>Training</b>	Requires basic knowledge of Fairfax county rental market, must be over 21 years old. Additional training will be provided.
<b>Appointed by</b>	Volunteer Manager, Singles and/or Families Team Leader