

Job Title: Transitional Housing Specialist

Salary Range: \$38,741.00 – \$42,000.00

Reports to: Advocacy Services Director

Employment Status: Full-Time

ORGANIZATION OVERVIEW

Project R.E.S.T. is a private, nonprofit organization providing comprehensive assistance programs to survivors of domestic violence in Spartanburg, Cherokee, and Union Counties, and survivors of sexual assault in Spartanburg and Cherokee Counties.

Our mission is to address the impact of domestic and sexual violence by providing high-quality services to those affected and to create social change through education, training, and community engagement.

POSITION OVERVIEW

The Transitional Housing Specialist is a member of Project R.E.S.T.'s Advocacy Team and is based at the agency's Emergency Domestic Violence Shelter. Grounded in Project R.E.S.T.'s mission to support survivors in building safety, stability, and self-determination, this position coordinates and implements the Transitional Housing (TH) Program in compliance with funding requirements and agency policies.

Through survivor-centered, housing-focused advocacy, the Transitional Housing Specialist partners with program participants to reduce barriers to safe housing, promote long-term stability, and support pathways toward independence and self-sufficiency. The Specialist serves as a bridge between survivors and local housing systems, actively engaging in interagency meetings, HUD Continuum of Care (CoC) collaborations, and housing partnerships to expand equitable housing opportunities for survivors.

This role upholds Project R.E.S.T.'s commitment to trauma-informed, confidential, and inclusive advocacy, ensuring services are delivered with dignity, respect, and a deep understanding of the impact of domestic violence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Coordination & Housing-Focused Case Management

- Coordinate daily operations of Project R.E.S.T.'s Transitional Housing Program in accordance with funder requirements, and agency policies.
- Provide housing-focused case management that prioritizes safety, housing stability, and participant choice.
- Serve as the primary point of contact for TH program eligibility, application, and referral processes for staff and community partners.
- Review applications, conduct intakes, and determine participant eligibility in compliance with HUD and program guidelines.
- Clearly communicate eligibility determinations and program expectations to applicants.

- Develop individualized housing and service plans that align with participant goals and HUD housing stability outcomes.
- Maintain regular contact with program participants to assess progress, address barriers, and coordinate supportive services.
- Provide safety planning and conduct safety checks as needed in alignment with survivor-centered and trauma-informed practices.
- Assist participants with applications for the Victims Compensation Fund and other benefits or housing-related resources.

Compliance and Grant Reporting

- Maintain working knowledge of HUD regulations, CoC program requirements, and applicable federal, state, and local laws.
- Ensure all program activities meet HUD eligibility, documentation, and allowable cost requirements.
- Coordinate collection, maintenance, and reporting program data in alignment with HUD and CoC reporting standards.
- Complete and submit required grant reports accurately and on time.
- Maintain accurate, complete, and confidential participant files and documentation.
- Collaborate with the Director of Advocacy Services, Finance and Administration Director, and other leadership staff to support program budget oversight and compliance.

Interagency Collaboration and System Engagement

- Actively participate in CoC-related meetings, coordinated entry discussions (as applicable), and housing-focused system collaboration efforts with the Upstate Continuum of Care.
- Represent Project R.E.S.T. in interagency and community meetings to strengthen housing pathways for survivors, including (but not limited to):
 - Housing Authorities in Spartanburg, Union, and Cherokee Counties
 - A Place to Call Home (Non-Profit)
 - Cherokee–Union–Spartanburg (CUS) Chapter meetings
- Convene and collaborate with community partners, landlords, and MOU agencies to identify housing opportunities, reduce barriers, and coordinate supportive services.
- Build and maintain strong partnerships with organizations providing housing assistance, financial resources, and supportive services.
- Serve as an advocate for survivor needs within local housing systems and planning efforts.

Organization & Team Support

- Work scheduled shifts on the 24-hour crisis line and respond to shelter emergencies after hours, on weekends, and holidays; may include filling vacant or backup shifts as needed.
- Participate in Project R.E.S.T. staff meetings, trainings, retreats, and community education initiatives.
- Assist in training and supporting volunteers involved in housing and advocacy services.
- Contribute to agency outreach efforts, including newsletters, mailings, social media, and other publications as appropriate.
- Maintain effective, cooperative working relationships with staff, volunteers, and community partners.
- Engage in ongoing professional development related to housing, HUD compliance, trauma-informed care, and survivor advocacy.
- Perform other duties as assigned to support agency operations and mission fulfillment.

REQUIRED SKILLS/ABILITIES

- Knowledge of domestic violence, sexual assault, trauma-informed care, and survivor-centered advocacy.
 - Knowledge of community systems addressing housing instability, domestic violence, sexual assault, and related issues.
 - Strong organizational, documentation, and time management skills.
 - Excellent written and verbal communication skills, including the ability to represent the agency in system-level and community meetings.
 - Ability to develop and maintain collaborative relationships with community partners, government agencies, and housing providers.
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint) and online communication platforms.
 - Commitment to cultural humility, equity, inclusive service delivery, and fostering a positive, respectful, mission-driven work environment.
 - Understanding of HUD Continuum of Care (CoC) principles, housing stability frameworks, and compliance requirements, preferred.
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PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in Human Services, Social Work, Education, or a related field, or equivalent experience in victim services or housing programs.
- Minimum of two (2) years of experience in human services, housing advocacy, or a related field.
- Experience with HUD-funded programs, grant reporting, data collection, or HMIS-related processes preferred.

TO APPLY: Please submit your resume to HR@projectrest.org.