



JOB DESCRIPTION

Position: Housing Specialist
Status: Full-time
Exemption Status: Non-exempt
Supervisor(s): Rapid Re-Housing Program Manager

Agency Background:

Abode Services (formerly Tri-City Homeless Coalition) is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. Abode Services has received a four-star rating from Charity Navigator for the fifth year in a row and is now the number one ranked human services agency for cost effectiveness in the State of California.

Job Purpose Summary:

Oversee the overall implementation of the Rapid Re-housing program. Responsibilities include but are not limited to: initiate and maintain landlord relationships, securing housing, conducting inspections and lease agreements and oversee subsidy payments as well as services and housing integration.

Responsibilities:

- Provide housing placement and assistance for participants in Alameda County focusing on household's needs and goals.
- Develop and maintain inventory of appropriate units for potential participants. Network with landlords, renter's associations, property management businesses and countywide permanent housing providers.
- Approve all leases and execute Transitional Housing Assistance Payment contracts with landlords.
- Prepare and distribute subsidy payments to landlords.
- Perform or arrange for Housing Quality Inspections (HQI's) prior to move-in including lead paint testing
- Assist in negotiation of rents, collect and keep on file income certifications, calculation of subsidies and lease approval for participants direct lease contracts. Provide notices of contract renewals and rental adjustments.
- Participate as a member of the service team by attending case conferencing meetings, assist service staff in evaluation of participants housing readiness, reducing housing barriers and status of unit availability.
- Conduct 3 month verification of income and eligibility as they relate to HUD HPRP standards.
- Conduct regular Housing Training classes and orientations.
- Maintain contact with participants, monitor progress, report and refer to team members as necessary after housing is secured.

- Provide assistance and expertise to landlords or service staff for conflict resolution and problem solving.
- Preparation of monthly, quarterly and annual reports which include, but are not limited to the following data: rent, subsidy and participant amounts, occupancy rate, participant demographic information, program eligibility and socio-economic data for monitoring purposes.
- Preparation of monthly rent check calculation report and maintenance of monthly subsidy balance tracking. Manages requests for payment of rental subsidy from funding agencies to ensure timely rent payments.
- Document through notes in files and in the data base system all encounters.
- Ensure that all regulatory agreements, contracts, and fair housing laws are met as they relate to housing.
- Other duties as assigned by supervisor.

Qualifications:

- Professional experience in the human services or related field and demonstrated experience in rental housing programs for low income, special needs individual and families.
- Minimum of three years of experience working in housing field with strong knowledge of the East Bay housing market and geography.
- Knowledge of federal, state and local fair housing laws.
- Ability to maintain accurate client leasing files.
- Excellent written and oral communication skills.
- Strong organizational, detail orientated, and time management skills
- Proven ability to work independently, effectively as an individual and part of the team.
- Ability to work with financial spreadsheets. Excellent knowledge of computer systems.
- Reliable transportation and proof of a valid and current Drivers License and current insurance along with a clean DMV record required.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice