

**Housing Specialist**

**Housing Specialist** to Supportive Services to Veteran Families (SSVF), Family Stabilization (FS) and related programs.

**Job Summary:** The primary objective is to search for, find, and secure habitable, affordable housing for individuals and families in the SSVF and FS programs; develop relationships with landlords and property owners; assist with successful match and placement; and facilitate ongoing good tenant and landlord relationships.

**Job Responsibilities:**

* Outreach and facilitate ongoing relationship building with local landlords, property owners, managers, realty companies and tenants
* Work with Case Managers and clients to assess stabilization needs and develop a plan to best meet housing and stabilization goals
* Provide guidance to clients and staff on housing-related issues
* Work directly with Veteran and Family Stabilization clients immediately following the initial intake session with the Case Managers to identify and find suitable housing that is appropriate to the wants and needs of the individual or family
* Conduct property habitability inspections
* Accompany clients to properties as necessary
* Conduct negotiations with landlords for considerations, move-in specials, waivers of late charges; educates landlords about our intent to pay letter; timelines for payments and intervention; responsibilities should clients become non-compliant with their contractual responsibilities
* Work with clients to develop stable rentals if they are in temporary and/or unstable housing
* Work with landlords/property managers, Case Manager and families to resolve any issues
* Update the housing data base in Share Point using the HMIS database
* Maintains statistical data and produces reports as assigned or needed
* Bilingual English & Spanish preferred

**Personal Qualifications:**

* Demonstrate professionalism, dependability, maturity, and initiative
* Demonstrate ability to handle crisis situations with a minimum amount of supervision
* Excellent verbal and written communication skills
* Competencies in writing goal based plans and progress notes
* Excellent interpersonal skills
* Good time management and organizational skills
* Must be able to maintain program, client and agency confidentiality
* Must treat each individual with dignity and respect
* Ability to set and observe appropriate personal limits and boundaries with clients with various mental health, substance abuse, and domestic violence issues
* Ability to accept supervision and work cooperatively with other staff and community
* Flexibility to deal effectively with a variety of people, situations, problems and challenges.
* Ability to work independently and as part of a team

**Education, Experience, and Certification Requirements:**

* Bachelor’s degree in Human Services or related field
* Minimum of three years’ experience in property management, real estate, Case Management, related Human Services, or local Housing services
* In-depth knowledge of local housing and rental market
* Knowledge of local transitional and emergency housing programs a plus
* Use of own vehicle with current insurance
* Must have no criminal record: background and credit checks will be conducted.
* Experience in working with culturally diverse, chronically homeless and medically needy individuals is preferred
* Knowledge of economic, educational and social problems related to Veterans and referral sources is desirable
* Must be sensitive to cultural differences within the agency and community

**Certificates, Licenses, Registrations, Diplomas**

• Valid California Driver’s License, and a satisfactory driving record

**Computer Skills**

* Must be PC-proficient with common office applications including MS Excel, MS Word, PowerPoint, gmail, and standard office equipment
* Must be or quickly become proficient in program databases (HMIS) and other software as needed

**Working Conditions/Physical Demands**:

* Must be able to stoop, bend, squat, sit on floor and walk over uneven floor surfaces including stairs and steps
* Must be able to visually and auditory assess and interact with clients to ensure their safety and well-being
* Requires considerable work outside of the office and substantial driving
* Must be willing to view property in various neighborhoods
* May lift up to 30 pounds

**Hours of Work:**

40 hours per week M-F; with occasional weekend and evening hours as scheduled, or needed to meet needs of clients, tenants, and landlords/property managers.

**Salary:** DOE. Health and vacation benefits.

**NOTE:** This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of HRC are expected to perform tasks as assigned by supervisor/ management personnel, regardless of job title or routine job duties.

Veterans are encouraged to apply.