



Job Description

Job Title	Housing Locator
Program	Rapid Rehousing/Shelter
Service Area	Housing Services
Reports To	Shelter Director
Salary Grade Level	9
FLSA Status	Exempt (not eligible for overtime pay)
Effective Date	July 2015

Position Summary:

The Housing Locator is responsible for working collaboratively with NVFS shelter and rapid rehousing case management staff to identify housing opportunities for clients, both families and singles. This position is required to actively seek out, obtain and maintain relationships with landlords, private and non-profit. The Housing Locator provides training to staff and clients on housing opportunities and tenant/landlord roles and responsibilities. The Housing Locator is an integral member of the Housing Team and works collaboratively with all aspects of NVFS programs, representatives from Housing Departments, Departments of Social Service, local Continuum of Care(CoC), and representatives of other non-profit agencies and the faith community. All NVFS employees are expected to demonstrate the organizational values and sensitivity to the diversity of the organization's client base.

Essential Job Duties:

- Proactively seek out new housing opportunities and resources to assist families with housing.
- Maintain on-going relationships with landlords and other housing providers, including acting as a liaison between landlord and client as needed.
- Negotiate leases on behalf of clients in collaboration with case managers and clients.
- Develop and facilitates training and workshops for clients and shelter staff including tenant rights and responsibilities, housing discrimination, finding and securing rental housing, communication with landlords and fair housing.
- Maintain a Housing Directory to include documentation of all contacts with housing providers. Provide consistent updates on housing availability.
- Maintain documentation of trainings, budgets, housing contacts and other pertinent information in accordance with agency and best practice standards.
- In coordination with the case manager, provide access to resources to assist families and singles as needed during their move into permanent housing (such assistance may include accessing rental assistance money, donated furnishings and coordinating with volunteer movers).
- Negotiate and manage the Rapid Re-housing direct assistance budget in coordination with the case management staff and Deputy Director of Shelter and Rapid Re-Housing to ensure the distribution of funds is in keeping with state and local guidelines and meets the needs of clients.
- Maintain current level of knowledge on program software and other information on housing assistance programs.
- Conduct Housing Quality Standard Inspections per grant guidelines and advise and advocate for clients with regard to quality standards.

Supervisory Responsibilities: May supervise volunteers and/or interns

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's degree in public or business administration from an accredited college or university required.

Job Description

- A minimum of 3 years of experience in property management, housing management, and/or real estate required, including negotiation and advocacy. Experience within the working community a plus.
- Bilingual in Spanish/English preferred.
- Experience in conducting group training and working with diverse populations.
- Proficiency in Microsoft Office Suite.

Must demonstrate the following:

- Strong interpersonal and communication skills
- Ability to take direction
- Ability to function independently and as a team leader
- Flexible and adaptable to changing to business needs
- Personal integrity and confidentiality
- Ability to make independent decisions when circumstances warrant such action
- Exceptional problem solving skills
- Highly organized, detail-oriented, strong time management skills and able to work in a fast-paced environment
- Ability to work in a multi-temperature environment
- Ability to provide creative solutions
- Ability to work any shift, any day of the week including weekends
- Knowledge in entering and retrieving data using computer systems, system applications and other office equipment

Special Requirements: *Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.*

- Criminal history background check
- CPS background check
- FBI fingerprinting- *Hilda Barg only*
- Clean DMV record; valid US driver's license
- TB test - *Hilda Barg only*
- CPR/1st Aide training

Physical Demands and Work Environment: *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, use hand to finger, reach with hands and arms, and operate a vehicle. Majority of work involves computer usage, sitting for long periods of time, and computer usage. Work is primarily done in an office environment and community locations but travel to agency office sites and meetings is required.

Comments: *This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

This job description has been reviewed by the Director of Housing, Sr. Vice President/Chief Officer, and the Vice President of Human Resources.