



JOB POSTING

Job Title: Housing Specialist
Job #: AC05101701
Status/Classification: Full-time/Non-exempt
Program/Location: OPRI / Oakland
Supervisor: Housing Program Manager

Join the Abode Team:

Abode Services develops and implements innovative programs to end homelessness. Our agency is built on the principles of Housing First, a proven approach that has demonstrated superior results. We've been active in the Bay Area for almost 30 years, and since 2010 alone we've placed close to 4,500 individuals in permanent housing. At Abode, you'll work with an enthusiastic, diverse, and highly collaborative team, all connected by the common goal of ending homelessness.

Job Summary:

The Housing Specialist is responsible for the provision of housing stabilization, and housing location services to homeless households. The Housing Specialist provides a variety of housing services to increase housing stability, housing search and placement assistance, oversight of housing inventory, landlord communication, and oversight of rent collections.

Responsibilities Include:

- Provide housing location and housing placement assistance for participants in Alameda County.
- Conduct landlord outreach and engagement. Network with landlords, renter's associations, property management businesses and county wide permanent housing providers.
- Review, process and execute leases and Housing Assistance Payment contracts with landlords.
- Develop and maintain inventory of appropriate units for potential participants: provide support with participant move in/move outs, turnovers and the coordination of vendors to support the moves.
- Preparation and issuance of housing notices as needed.
- Perform Housing Quality Standard Inspections (HQS) prior to move-in and at annual re-certifications, including lead paint testing, assist in negotiation of rents, collect and keep on file income certifications, calculations of subsidies and lease approval for participants master leases/direct lease contracts. Provide notices of contract renewals and rental adjustments.
- Ensure timely completion of all housing related documentation ie inspections, rent calculations, exit documentation, and any other necessary housing paperwork by coordinating closely with case management partners.
- Provide assistance and expertise to landlords, participants and staff for conflict resolution and problem solving.
- Conduct regular Housing Training classes and orientations
- Preparation of monthly, quarterly and annual reports which include, but are not limited to the following data; rental payments, subsidy and participant amounts, occupancy rate, participant demographic information and program eligibility and socio-economic data for monitoring purposes.
- Preparation of monthly rent check calculation report and maintenance of monthly subsidy balance tracking.
- Ensure that all regulatory agreements, contracts, and fair housing laws are met as they relate to housing.
- Attend case conferencing and program meetings with internal and external partners to coordinate services.
- Maintenance of participant and housing files and both external and internal database systems.
- Other duties as assigned.

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 two to three years of experience working in housing field with strong knowledge of the Alameda County housing market and geography.
- Knowledge of federal, state and local fair housing laws.
- Strong organizational, detail oriented, and time management skills. Attentiveness to detail.
- Proven ability to work independently, effectively as an individual and part of the team.
- Excellent written and oral communication skills.
- Ability to work with financial spreadsheets. Excellent knowledge of computer systems, data bases, MS Office applications.
- Reliable transportation along with valid and current CA Driver's license and insurance is required.
- Bi-lingual a plus.

Abode Services is an Equal Opportunity Employer

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.