



JOB DESCRIPTION

Abode Services is a community based organization founded in 1988. Services include a variety of 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. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

Abode is seeking a **Housing Compliance Specialist** to provide compliance-related guidance and administrative support for tenant-based rental assistance programs with varying eligibility requirements, referral sources and service partners. The Housing Compliance Specialist is also expected to be familiar with program rules and assist staff with adhering to them, including management of supporting paperwork and electronic data collection. Reporting to the Housing Program Manager, this is a full-time, nonexempt position located in San Mateo County.

Responsibilities:

- Process client referrals from various programs, including assisting with initial intakes and assessments. Document and verify clients' eligibility based on each program's criteria.
- Verification of client income, by helping collect supporting documentation and providing rent calculations for housing units.
- Conduct final review of all paperwork related to program eligibility and housing documents such as leases, housing payment contracts, subsidy requests and payments, housing inspections, and other components needed for contract compliance. Enter necessary documents into agency database.
- Provide client information to Data Team as required to insure the correct reporting of program data and outcomes.
- Track and report client housing status and time-sensitive information such as annual inspections and re-certifications.
- Provide notices of rental assistance termination and rental adjustments in accordance with program policies and procedures.
- Preparation of monthly rental assistance reports by Monitoring the distribution of subsidy payments to landlords.
- Provide assistance to landlords and/or service staff for problem solving issues related to subsidy payments, as appropriate. Provide information to all parties regarding fair housing law, regulations and rent ordinances.
- Provide support to Housing Team as needed, such as the following: conduct inspections, preparing client move-in documents and attend move-in with landlord and client.
- Other duties as assigned.

Qualifications:

- High school diploma/GED required, some college or BA degree preferred.
- Professional experience in the human services, social work, psychology, public health or related field and demonstrated experience in rental housing programs for low income, special needs individual and families.
- Minimum of two years of experience in reading, preparing, or tracking financial components of a program/project
- Minimum one year of experience working in housing or related field

- Experience with Excel and Salesforce database strongly preferred.
- 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.

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.