



Position: Housing Specialist
Job # NC05041701
Program/Location: Outreach/Napa County

Abode Services 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. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

The **Housing Specialist** is responsible for the provision of housing stabilization, and housing location services to homeless households throughout Napa County. 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. This is a full-time, nonexempt position reporting to the Program Manager.

Responsibilities:

- Provide housing location and housing placement assistance for participants in Napa 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.
- 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.
- 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 Napa 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.
- Highly motivated, self-directed, flexible, reliable, and collaborative.
- Excellent written and oral communication skills.
- 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 / Drug Free Workplace

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.