



**Job Title:** Housing Specialist  
**Program:** Post Release Community Supervision (PRCS)/Re-Alignment Program  
**Status:** Non-Exempt, Full Time  
**Location:** Alameda County  
**Supervisor:** PRCS-Re-Alignment Program Manager

**Program Summary:**

The PRCS (Post Release Community Supervision)/Re-Alignment Program provides outreach, engagement, and light case management to individuals currently on probation in Alameda County. This program was developed as a result of the Public Safety Realignment in California where non-violent offenders are released to the community. Participants are referred by their Alameda County Probation Officers to the PRCS Program.

**Job Summary:**

The PRCS Housing Specialist works as a part of a 5 person team within Abode's department of Social Services. The housing specialist is responsible for the provision of housing stabilization, and housing location services to participants recently released from incarceration currently on probation in Alameda 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.

**Responsibilities Include:**

- Provide housing location and housing placement assistance for participants in Alameda County on probation.
- 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.
- Work closely with service coordinators ensuring participants are receiving wrap around supportive and housing services.
- Represent PCRS/Realignment within the community at large particularly with landlords, and Alameda County Probation Department, in addition to other collaborative providers and jurisdictional stakeholders.
- Prepare monthly, quarterly and annual reports which include, but are not limited to the following data: rent, subsidy and participant amounts, participant demographic information and program eligibility and socio-economic data for monitoring purposes.
- Daily use of Abode's internal data systems WMAT, HMIS and others as assigned.
- Other duties as assigned.

**Qualifications:**

- Bachelor's Degree in Social Work, Sociology or related field preferred
- 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.
- 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**

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.