



JOB DESCRIPTION

Job Title: Housing Specialist
Job Requisition: SCCCWHS101317
Dept./ Program: Housing – CalWorks/Santa Clara County (San Jose)
Supervisor: Housing Programs Manager, Santa Clara 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, and Santa Cruz. This position will provide services in Santa Clara County.

Abode is seeking an experienced, **Housing Specialist for CalWORKS Employment Services** and will be responsible for locating housing units, working closely with landlords, and collaborating with service providers. The Housing Specialist will also provide general housing support to ensure that people experiencing homelessness are at risk of homelessness, and that those who are connected to a housing authority voucher are able to secure and maintain housing. This is a full-time, nonexempt position located in San Jose.

Responsibilities:

- Provide housing placement and assistance for participants in Santa Clara County focusing on the household's needs and goals.
- Develop and maintain inventory of appropriate units for potential participants. Network with landlords, renter's associations, property management businesses and county wide permanent housing providers.
- Assist with the approval of all leases and help execute Housing Assistance Payment contracts with landlords.
- Prepare and distribute subsidy payments to landlords as needed.
- Perform or arrange for Housing Quality Inspections (HQI's) prior to move-in 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.
- Participate as a member of the service team by attending case conferencing meetings, assist service staff in evaluation of participant's housing readiness, reducing housing barriers and status of unit availability.
- Maintain contact with participants, monitor progress, report and refer to team members as necessary after housing is secured.
- Provide assistance and expertise to landlords or service staff for conflict resolution and problem solving
- Manage requests for payment of rental subsidy from funding agencies to ensure timely rent payments.
- Ensure that all regulatory agreements, contracts, and fair housing laws are met as they relate to housing.
- Other duties as assigned by supervisor.

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.

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- Minimum of three years of experience working in housing field with strong knowledge of the Santa Mateo housing market and geography.
- Exceptional communication skills, background in sales a plus.
- Knowledge of federal, state and local fair housing laws.
- Ability to maintain accurate client leasing files.
- Strong organizational, detail oriented, and time management skills.
- Proven ability to work independently, effectively as an individual and part of the team.
- Strong organizational and time management skills and attentiveness to detail.
- Ability to work with financial spreadsheets. Excellent knowledge of computer systems, MS Office applications.
- Reliable transportation along with a valid and current CA Driver's License and insurance is required.

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.