



Job Announcement Job #SMCHS4418

Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking skilled Housing Specialist to provide housing stabilization, and housing location services to our homeless clients throughout the San Francisco Bay Area.

San Mateo County Housing / CalWorks: Locates housing units, works closely with landlords, collaborates with service providers, and provides general housing support to ensure that homeless individuals and/or families can secure and maintain housing. Office Location is in Redwood City.

How You Make an Impact:

- Maintain and build a network of landlords, renter's associations, property management businesses and county wide permanent housing providers.
- Conduct 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.
- Review, process and execute leases and Housing Assistance Payment contracts with landlords.

How You Meet the 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 Bay Area housing market and geography. Property Management/ Real Estate experience is a plus.
- Knowledge of federal, state and local fair housing laws.
- Able to frequently travel in the area of responsibility, have reliable transportation, a valid and current CA Driver's license and insurance is required.
- Bi-lingual candidates welcome.

How Abode Appreciates/Values You:

- **Competitive Pay Range: \$20.00-25.00 per hour.**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Supportive Supervision, Leadership Academy Programs, Professional Development Trainings

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.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace