



Job Announcement

Compensation and Benefits:

- **Competitive Pay Range: \$20.00-24.00 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

Abode Services, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a **Housing Specialist**. This position is responsible for the provision of housing stabilization, and housing location services to homeless households throughout the 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.

STAY/STAY WELL is a long-term housing program for young people who are wither homeless with disabilities, or at high risk of homelessness. Most services provided by partner agency. Abode provides housing services and subsidy administration.

How You Make an Impact:

- Provide housing location and housing placement assistance for participants in the 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.

How You Meet the Qualifications:

- Associates degree required, Bachelors' 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 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.

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