



**Abode Services** is a nonprofit organization that provides housing and services to homeless individuals and families in Alameda, Santa Clara, San Mateo, and Santa Cruz, and Napa Counties. Support for Abode's programs comes from a combination of public and private funding sources.

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

#### **Responsibilities:**

- Provide housing placement and assistance for participants in Alameda County through Landlord Liaison program.
- Develop and maintain inventory of appropriate units for potential participants. Secure 3-4 new units per month.
- Provide support for participants move in/move outs, annual inspections, and repairs. Work with landlord and maintenance team as needed.
- Network with landlords, renter's associations, property management businesses and countywide permanent housing providers.
- Provide assistance and expertise to landlords regarding the agency and any housing related incidences and conflict resolution strategies when needed.
- Approve all leases and execute Assistance Payment contracts with landlords.
- Prepare and distribute subsidy payments to landlords.
- Perform or arrange for Housing Quality Inspections (HQS) prior to move-in including lead paint testing, assist in negotiation of rents, collect and keep on file income certifications, calculation of subsidies and lease approval for participant's master leases/direct lease contracts. Provide notices of contract renewals and rental adjustments.
- Work collaboratively with service staff to mitigate issues early with the goal of helping formally homeless residents retain their housing.
- Data collection for monthly, quarterly and annual reports which include, but are not limited to the following data: rent, subsidy and participant amounts, occupancy rate, participant demographic information and program eligibility and socioeconomic data for monitoring purposes.
- Data entry in Salesforce platform data base system.
- Maintain file compliance and participate in regular file audits.
- Ensure that all regulatory agreements, contracts, and fair housing laws are met as they relate to housing.
- 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. AA required. BA/BS preferred.
- Bilingual applicants highly encouraged to apply especially those fluent in Mandarin, Cantonese, and Spanish.
- 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.

**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.*