



JOB DESCRIPTION

Job Title: Leasing Services Coordinator
Job #: AC06201701
Status: Full Time, Non-exempt
Location: Fremont, CA
Supervisor: Housing Program Manager

POSITION SUMMARY:

Responsible for the leasing services coordination and program support for the organization's rental assistance programs. Must have exceptional record keeping skills and the ability to problem solve effectively with peers, landlords, and clients.

DUTIES/RESPONSIBILITIES:

- Implementation of leasing services coordination of the Jobs/Housing Linkages and Shelter Plus Care programs which includes processing applications for potential clients submitted by the case managers from either program.
- Conduct Housing Orientation for new participants. Provide assistance in housing search and referrals to potential properties. Outreach and recruitment of units available for our clients including marketing of the program.
- Perform housing quality inspections, negotiation of rents, income certification, calculation of subsidies and lease approval for all participants. Process certificates and terminations; provide notices of contract renewals and rental adjustments in accordance with program policies and procedures. Maintenance of client files.
- Provide assistance and expertise to landlords or case managers for conflict resolution and problem solving, as appropriate. Work with participant, landlords and case managers to retain housing when housing issues, notices or lease violations have occurred.
- Preparation of monthly reports and requests for payment, occupancy, rental and assistance data. Preparation of monthly rent check calculation report and maintenance of monthly subsidy balance tracking reports.
- Facilitate bi-monthly Case Manager and Program Manager meetings

QUALIFICATIONS:

- High School degree, required, Bachelor's degree preferred.
- Five years of professional experience in the housing or social service
- Two years of professional experience in the field of human services and demonstrated experience in rental housing programs for economically disadvantaged tenants.
- The ability to build strong and effective working relationships with landlords and tenants is imperative.
- Must have the ability to work with numbers, including financial spreadsheets.
- Excellent knowledge of computer systems is required.
- Reliable Transportation required. Proof of current Driver's License and valid and current insurance.

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.