



JOB DESCRIPTION

Job Title: Housing Specialist
Job # Job # 04/27/17
Status: Non-Exempt, Full-Time
Dept./ Program: Project Independence
Location: Alameda County/Hayward
Supervisor: Housing Programs Manager

Job Summary:

The Housing Specialist 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.

Program Summary:

Project Independence (PI) helps youth, from 18 to 24, who have aged out of the foster care system, and their children by providing them with affordable housing linked to comprehensive supportive services. This housing plus services strategy is effective because it provides youth with a stable foundation and adult support while they finish their education or job training, find new employment and/or overcome psychological problems that interfere with their ability to live independently.

Responsibilities Include:

- Provide housing location and housing placement assistance for participants in Alameda 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.
- Other duties as assigned.

Qualifications:

- Professional experience in the human services or related field and demonstrated experience in rental housing programs for low income, young adults, special needs individual and families.
- High School Diploma required, BA or BS degree preferred.
- 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.
- Bi-lingual a plus.

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.

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