



JOB DESCRIPTION

Position: Housing Specialist, San Mateo County
Requisition: SMCHS11717

Abode Services is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

The **Housing Specialist** is responsible for locating housing units, working closely with landlords, collaborating with service providers, and providing general housing support to ensure that homeless individuals and/or families are able to secure and maintain housing. All households receive social services in an intensive case management model, housing subsidy assistance, and housing support through this program. This is a full-time, nonexempt position located in San Mateo County and reports to the Housing Program Manager.

Responsibilities:

- Provide housing placement and assistance for participants in San Mateo County focusing on household's needs and goals.
- Develop and maintain inventory of appropriate units for potential participants. Network with landlords, renter's associations, property management businesses and countywide permanent housing providers.
- Approve all leases and execute Housing Assistance Payment contracts with landlords.
- Prepare and distribute subsidy payments to landlords.
- Perform or arrange for Housing Quality Inspections (HQI's) 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 participants' master leases/direct lease contracts. Provide notices of contract renewals and rental adjustments.
- Participate as a member of the service team by attending case conferencing meetings, assist service staff in evaluation of participants housing readiness, reducing housing barriers and status of unit availability.
- Conduct regular Housing Training classes and orientations.
- Maintain contact with participants, monitor progress, report and refer to team members as necessary after housing is secured.
- Provide assistance and expertise to landlords or service staff for conflict resolution and problem solving.
- 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 socio-economic data for monitoring purposes.
- Manages requests for payment of rental subsidy from funding agencies to ensure timely rent payments.
- 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.
- Minimum of three years of experience working in housing field with strong knowledge of the San Mateo County housing market and geography.
- Knowledge of federal, state and local fair housing laws.
- Ability to maintain accurate client files
- Excellent written and oral communication skills
- Strong organizational, detail orientated, and time management skills
- Proven ability to work independently, effectively as an individual and part of the team.
- Ability to work with financial spreadsheets. Excellent knowledge of computer systems.
- Ability to travel efficiently to various sites. Must have own transportation for use in carrying out job responsibilities, proof of valid and current CA driver's license, auto insurance, acceptable Motor Vehicle Report, and clean driving record.

Abode Services is an 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.