



Offering safety, providing stability and equipping for self-sufficiency

LANDLORD LOCATOR

KEY INFORMATION

Reports To: Program Manager, Housing Stability

Supervises: None

Key Relationships: Program Manager, Housing Stability Specialists, Clients, and Community Partners

Effective Date: July 2017

Hours: 20 Hours per week

Job Classification: Hourly, Non-exempt

Salary: \$17.50 - \$21.00 per hour, DOE

SUMMARY

The Landlord Locator works with clients that are homeless or almost homeless to match, secure, and transition them into a full range of permanent housing opportunities. This includes single-family homes, individual apartments and shared housing. The Landlord Locator works closely with the landlord network in our service area to build business rapport, forming and/or strengthening partnerships, and to research and identify housing inventory. This position will match the current available units and rental criteria with the client needs. This position works closely with the Housing Specialists to develop the housing plan for each client's family needs for housing. They are responsible to help families become safe as soon as possible as the first step to becoming stable.

RESPONSIBILITIES

Utilize an approach that is client-centered, strength-based, and trauma-informed

- Create a meaningful, supportive working relationship and offer individualized support to clients.
- Coordinate individualized housing needs assessments for all referred clients and work with clients and HSS to develop housing plans and address housing barriers.
- Monitor each client's progression through their housing search plan and develop corrective action revisions to the plan when necessary.
- Create and maintain lists of available housing options for clients. Creatively engage families in finding housing.
- Assist clients with housing applications, complete supportive and subsidized housing paperwork, survey rental market and affordable housing, and advocate for clients with prospective landlords.
- Engage clients in housing stability skill training classes and one-on-one with a collaborative team focus on housing assessment, reducing housing barriers, and affordable options.
- Make site visits to properties in our service area on a regularly scheduled basis to maintain the landlord network, inventory, and rapport with landlords.
- Create property and landlord portfolios as a part of the Landlord Network Program.
- Track housing placements and housing retention for all housed individuals.

Management and Documentation

- Gain knowledge of the rules and regulations of the local, state and federal housing authorities.
- Maintain client-related data tracking systems and logs including case notes.
- Prepare case-related reports including outcomes, successes and challenges.

Outreach and Relationship Management

- Outreach to realtors, landlords, housing developers, and other housing providers to identify new and existing housing opportunities and build a strong inventory of available housing options for clients.
- Mediate and negotiate with housing landlords, as needed on behalf of clients, to secure the best housing outcome for the family and landlord.
- Network with other agencies, coalitions, and attend local community meetings.
- Actively participate in staff meetings and trainings.
- Host landlord networking events.

QUALIFICATIONS

- Have a personal relationship with Jesus Christ, be active in a Christian church, and agree with the Vine Maple Place Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Possess a valid driver's license, safe driving record, reliable transportation, and proof of insurance.
- Maintain an acceptable background check and ability to pass a drug test.
- Understand issues related to poverty, homelessness and the governmental, educational and social service systems that serve low-income people.
- Commitment to diversity and ability to work well with diverse family styles and multi-ethnic populations.
- Sensitivity to the needs of clients who are homeless, low income, limited English speaking, or impacted by domestic violence, substance abuse, or other barriers to housing stability.

EXPERIENCE AND EDUCATION

Bachelor's degree from an accredited college or university and/or equivalent experience of 2-4 years in Housing Location or Property Management.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills: Proficient in Word, Excel, and Outlook.
- Able to multi-task and deal with complexity and time constraints.
- Ability to maintain a professional demeanor and confidentiality.
- Strong oral, written and interpersonal communications skills.
- Self-motivated with strong organizational and project management skills.

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of the duties, responsibilities, or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: Info@VineMaplePlace.org
Only qualified candidates will be contacted.