

## Housing Locator Job Description

**Reports to:** [Title]

**Salary Range:** [ ]

**Hours:** This is a **[part/full]**-time position. Due to the nature of this position, there will be times when hours need to be flexible to accommodate the schedules of client or landlords.

**Description:** Responsible for developing permanent housing opportunities for clients of **[Organization's Name]**, by establishing relationships with landlords and property managers that lead directly to affordable housing opportunities for individuals and families experiencing homelessness throughout **[County]**. Additionally, the Housing Locator will provide supportive services to newly located residents to ensure they maintain housing stability. The overall objective is to help participants achieve and maintain stable housing.

Responsibilities:

- Research **[County's]** rental market to identify prospective landlords and to generate leads for outreach and recruitment.
- Set up meetings with owners and property managers to explain the **[Program Name]** and individuals and households that are served.
- Create and implement strategies for landlord recruitment and retention.
- Educate landlords about **[Program Name]** and how the relationship that benefits all parties.
- Review clients' needs and desires for housing units; including type, location, rental amounts, etc., and provide leads of prospective rental units that meet inspection and safety standards.
- Negotiate rental amounts and move-in dates with landlords.
- Assist landlords with knowledge and compliance of **[County's]** housing inspection standards.
- Mediate with landlords experiencing conflict with tenants to find compromise and solutions to reported problems.
- Educate clients about how to be a good tenant/neighbor and how to handle landlord tenant issues.
- Develop, increase and monitor the tenancy skills of individuals and families, and how to handle landlord-tenant issues.
- Establishes and maintains competency related to County Housing habitability standards, Fair Housing law, PA Landlord/Tenant Act and Lead Paint laws and regulations and other housing related regulations as needed.
- Maintain a landlord/owner database and tracking logs for available units.
- Complete housing forms and reports in a timely and detailed manner as required ensuring client files are up to date with all required documents regarding client housing stability, including information HMIS.
- Attend meetings, trainings and conferences as requested.
- Interact with staff, volunteers and clients in a courteous, respectful manner.

- Positively communicate the vision, strategic direction, and purpose of the organization, the department and the program, both internally and externally.
- Complete any other tasks assigned as mutually agreed upon with the [**TITLE**].

### **Qualifications**

- Experience in housing placement, real estate, or property management.
- Understanding of real estate market trends, property valuation, and rental agreements.
- Understanding of tenant-landlord laws and fair housing regulations.
- Empathy and patience in working with vulnerable populations.
- Excellent communication skills, both written and verbal, to interact with a diverse population
- Strong negotiation and advocacy skills to work effectively with landlords, property managers, and clients.
- Ability to conduct housing inspections and ensure units meet safety and habitability standards.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency in using property management software, databases, and Microsoft Office Suite.
- Ability to maintain accurate records and generate reports.
- Knowledge of local, state, and federal housing programs and resources a plus.

To apply, please send COVER LETTER and RESUME to [**CONTACT**].