**Job Description**

Position Title: Housing Locator

Department or Service: Administration

Supervision Received From: Executive Director

Status: FT (Exempt)

Pay Range: $ 17.00 – $21.00 per hour

**Position Summary:**

The Housing Locator is responsible for working collaboratively with the SCCoC and housing case management staff to identify housing opportunities for clients, both families and singles. This position is required to actively seek out, obtain and maintain relationships with private and non-profit landlords to increase housing availability within the CoC service system.

The Housing Locator will manage and administer any Landlord mitigation payments made by the CoC. The Housing Locator will coordinate with Fair Housing in providing training on tenant/landlord roles and responsibilities. The Housing Locator will advise CoC program workers and tenants on housing opportunities. The Housing Locator is an integral member of the Housing Process and works collaboratively with all aspects of SCCoC programs, representatives from Housing Departments, Departments of Social Service, and representatives of other non-profit agencies and the faith community. All SCCoC employees are expected to demonstrate the organizational values and sensitivity to the diversity of the organization’s client base. \*\* This position is federally funded and will be filled as long as federal funds are available\*\*

**Essential Job Duties:**

* Proactively seek out new housing opportunities and resources to assist families with housing.
* Housing Locator will direct all landlords and perspective tenants to the housing directory to assist with housing search.
* Maintain on-going relationships with landlords and other housing providers, including acting as a liaison between landlord and client as needed.
* Negotiate leases on behalf of clients in collaboration with case managers and clients.
* Facilitates coordination of tenant/landlord trainings with Fair Housing Contact Services on a re-occurring basis. Monitor’s landlord participation when mitigation payment is involved.
* Maintain a Housing Directory to include documentation of all contacts with housing providers. Provide consistent updates on housing availability.
* Maintain documentation of trainings, budgets, housing contacts and other pertinent information in accordance with agency and best practice standards.
* Manage the mitigation fund in coordination with SCCoC Executive Director to ensure the distribution of funds is compliant with state and local guidelines and meets the needs of clients.
* Conduct Housing Quality Standard Inspections per grant guidelines and advise and advocate for clients with regard to quality standards.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Associate degree in public or business administration from an accredited college or university required.
* A minimum of 3 years of experience in property management, housing management, and/or real estate required, including negotiation and advocacy.
* Experience within the working community a plus.
* Experience in conducting group training and working with diverse populations.
* Proficiency in Microsoft Office Suite.

**Must demonstrate the following:**

* Strong interpersonal and communication skills
* Ability to take direction
* Ability to function independently and as a team leader
* Flexible and adaptable to changing to business needs
* Personal integrity and confidentiality
* Ability to make independent decisions when circumstances warrant such action
* Exceptional problem-solving skills
* Highly organized, detail-oriented, strong time management skills and able to work in a fast-paced environment
* Ability to work in a multi-temperature environment
* Ability to provide creative solutions
* Ability to work any shift, any day of the week including weekends
* Knowledge in entering and retrieving data using computer systems, system applications, and other office equipment

**Requirements:** Due to licensing/insurance requirements or accreditation standards, some positions may require additional information to determine ability to satisfactorily perform the job tasks.

* Criminal history background check
* FBI fingerprinting
* Valid US driver’s license