



**BOLD HOPE**

## Housing Locator JOB DESCRIPTION

### **GENERAL INFORMATION**

The Housing Locator shall be employed by Matt Talbot Kitchen & Outreach (MTKO), a hunger relief and outreach program serving the working poor and homeless and shall report to the Outreach Coordinator. The purpose of the Housing Locator is to identify, create, and sustain effective and innovative relationships with housing partners. The Housing Locator supports the Lincoln Continuum of Care by providing housing opportunities to CoC agencies. The Housing Locator will collaboratively and strategically assess and expand current local housing stock to better support community partner agencies providing Rapid Rehousing and Permanent Supportive Housing services. This work will help increase and diversify housing opportunities for families and individuals experiencing homelessness.

### **GENERAL FUNCTIONS**

The Housing Locator is responsible for increasing access to both private and public rental markets for those moving from homelessness to permanent housing. The Housing Locator will build relationships with landlords and create incentives for landlords to relax screening criteria for people experiencing homelessness who have barriers to accessing permanent housing. Incentives include a rapid response to concerns, tenant case-management, rental deposits, and a contingency/damage fund.

### **QUALIFICATIONS**

The Housing Locator shall have a degree in Business/Communication, Customer relations or related field is preferred. Some exposure to human services/social sciences and/or working with indigent/ at-risk populations is a plus. Experience in property management, housing management, fair housing legislation and/or real estate is also a plus.

In addition, the Housing Locator shall possess the following qualities:

- ❖ Excellent verbal and written communication skills.

- ❖ Excellent computer skills including basic office programs and the ability to learn and utilize appropriate database programs. Use of the HMIS is a plus.
- ❖ Ability to work independently and as a part of a multi-disciplinary team.
- ❖ Ability to relate effectively and without judgment to diverse individuals.
- ❖ Will need to negotiate with landlords and place homeless households with barriers into permanent housing.
- ❖ Knowledge of housing resources in Lancaster County.
- ❖ Knowledge of Landlord/Tenant Laws and Fair Housing Regulations.
- ❖ Must be able to travel independently between multiple work sites within a day.
- ❖ A genuine interest and concern for the homeless and near homeless individuals and families.
- ❖ Requires knowledge and belief in “Housing First” philosophy and strategies.
- ❖ Provide referrals, track referrals and follow up on referrals with clients and case managers.
- ❖ Establish relationships with landlords to assist in locating appropriate housing, especially those who have multiple barriers to obtaining permanent housing.
- ❖ Maintain landlord relationships and assist with keeping database on properties and landlord contacts current.
- ❖ Become active in the landlord community to identify housing for homeless people with disabilities.
- ❖ Suggest and implement ways to enhance the efficiency and effectiveness of the program and organization.
- ❖ Develop outreach materials and agreements with landlords that will provide rental units to help homeless clients access and maintain permanent housing; this may include assistance negotiating master lease arrangements. Nurture existing permanent housing relationships.
- ❖ Conduct ongoing community outreach and presentations to various housing property owners, landlords, community partners, neighborhood groups and potential supporters on Housing First strategies.
- ❖ Possess a skilled working knowledge of Public Housing Authority practices to be demonstrated by understanding of Housing Choice Voucher (HCV) processes, including navigating the Housing Assistance Payment (HAP) and Housing Quality Standard (HQS) processes and expectations.
- ❖ Act as a liaison and mediator for housing issues that may arise.
- ❖ Perform unit move-in and move-out inspections as needed.
- ❖ Meet with case managers and clients who have significant housing barriers to assist with applications, housing search, or other support services.
- ❖ Maintain statistics and provide narrative reports on a monthly basis.
- ❖ Assist Housing Case Managers and Continuum of Care Staff with coordination of residential support services to ensure clients maintain permanent housing.
- ❖ Conduct tenant and landlord education trainings.
- ❖ Participate in regular team meetings and weekend on call rotation.
- ❖ Visual skills satisfactory to read and complete reports and perform office duties.
- ❖ Performs other related duties as assigned by the Outreach Coordinator, Senior Housing Locator, and/or Executive Director.
- ❖ Adhere to all policies and procedures of Matt Talbot Kitchen & Outreach.

## **PHYSICAL REQUIREMENTS**

Verbal communication skills satisfactory to give feedback, teach skills, prepare reports and converse on the telephone and in group settings.

Physical ability to lift more than 25 pounds.

*Valid Nebraska Driver's License and dependable vehicle required.*

*This list of essential functions is not exhaustive and may be supplemented as necessary.*

Approved: Susanne M. Blue, Executive Director

Date: September 2020