

JOB ANNOUNCEMENT

Job Title: Housing Relocation Specialist

Programs: Housing First, and Homelessness Prevention and Rapid Re-Housing (HPRP) Programs

Reports To: Director, Housing First and HPRP Programs

FLSA Status: Non-Exempt

SUMMARY

The “Housing First” Program serves homeless families who are participating in existing continuum of care programs throughout Los Angeles County. Families are referred to the “Housing First” Program for housing relocation and stabilization services by a network of 70 referral agencies. The Housing First approach moves homeless families into permanent rental housing *as quickly as possible*, with the services traditionally provided in transitional housing instead provided *after* relocation into permanent rental housing.

The Homelessness Prevention and Rapid Re-Housing Program was created under the American Recovery and Reinvestment Act (ARRA) also known as the “Stimulus Bill” or the “Recovery Act” which was signed into law on February 17, 2009. HPRP is designed to provide homelessness prevention assistance to households who would otherwise become homeless - many due to the economic recession - and to provide assistance to rapidly rehouse persons who are homeless. The HPRP is a 2.5 to 3-year program; as a result, this program is expected to sunset in August 2012.

The Housing Relocation Specialist assists program participants in locating and securing permanent housing as quickly as possible through outreach to landlords, property managers and housing authorities. In addition, the Housing Specialist collaborates closely with landlords and Case Managers to mediate landlord-tenant issues and ensure successful tenancies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Conduct initial housing assessment of participants enrolled in the program.
2. Conduct research, outreach, education and public relations to build a pool of landlords and property management companies willing to rent to program participants.
3. Help program participants identify potential neighborhoods where they wish to live, conduct housing searches in said areas and negotiate with potential landlords on behalf of the participants.
4. Establish and maintain relationships with landlords, property management companies. Attend seminars and participate in apartment owners’ association shows.
5. Assist in the processing and submission of applications for housing (subsidized and unsubsidized).
6. Conduct inspections of potential permanent housing units where program participants will reside.

7. Work collaboratively with Beyond Shelter's case managers to assist participants as needed during their move into permanent housing. Such assistance may include accessing rental assistance monies, moving costs, donated furnishings and other basic household items for the family.
8. Collaborate with program participant's assigned case manager to insure seamless services and solve any potential issues.
9. Provide tenant education including: tenant rights and responsibilities, housing discrimination and communication with landlords.
10. Maintain a regular and open line of communication with landlords in order to assess the landlords' satisfaction with the programs and address any questions or concerns that landlords may have.
11. Document and maintain up-to-date information on services provided to participants in the Homeless Management Information System (HMIS).
12. Participate in staff meetings and attend trainings as assigned.
13. Prepare regular activity reports.
14. Respond to complaints from landlords and participants related to housing conditions and provide mediation as needed.
15. Perform other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree (B.A.) in social work or related field;
2. Two to three years experience working in the field of homelessness;
3. Effective verbal and written communication skills;
4. Effective time management and communication skills;
5. Proficient use of computers, basic office software and any other database software(s) used to track service delivery;
6. Strong ability to effectively resolve and cope with immediate conflict and/or crisis situations;
7. Ability to develop relationships with a wide variety of housing stakeholders;
8. A valid CA driver's license, and clean driving record;
9. Fluency in Spanish strongly preferred.

Please send resume and cover letter to:

hr@beyondshelter.org