



Job Description

Position:	Housing Locator	Reports to:	Self-Sufficiency Supervisor
Salary Range:	Commensurate with experience	Class:	Exempt, professional
Purpose:	The Housing Locator is responsible for identifying a pool of available housing opportunities for all eligible clients and for working with the Intake and Case Management Team for assuring timely placement in stable and affordable housing.		

Responsibilities:

To work directly with all Self Sufficiency program staff directly and by referral to help improve housing stability for all enrolled clients, by analyzing housing and credit conditions, assessing affordability within current income guidelines, and supporting the Intake Team on housing inspections and follow up activities to assure placement.

Activities:

- Work with Intake Coordinators to complete and Initial Housing Assessment on each client during the application process, and confirm housing placement plan once the client is enrolled.
- Work within case management team to monitor each client's housing plan.
- Identify housing for each client family that is priced appropriately and affordably.
- Identify landlords and develop an Inventory of Housing that can be accessed with and by clients.
- Work within case management team and directly with clients to conduct budget workshops, credit counseling and home ownership preparatory classes.
- Work with Intake and Case Management staff to access, recommend and monitor leased based housing opportunities.
- Complete housing inspections and assist facilities management staff in meeting housing inspections, qualifications and audits.
- Coordinate and/or facilitate rental preparation and maintenance education
- Complete other tasks as needed and requested to assure maximum housing placement among all eligible clients and families.

Qualifications:

- Four year degree and at least two years of direct housing counseling experience or comparable experience
- Strong capacity for managing data management information systems,
- Strong written and verbal communication skills
- Ability to negotiate and advocate on behalf of clients with housing, credit and income barriers that have prevented them from securing safe, affordable and stable housing.
- Proficiency in Microsoft Office Applications

This position requires a flexible schedule. It is a professional salaried position that may require appointments and programs over the week end and in the evenings as needed by clients, and staff related support systems. Passage Home is an "at will" employer – see personnel handbook.

Please send cover letter, resume, and salary requirements to hr@passagehome.org no later than June 19, 2015. No phone calls please.