



HOUSING/LEASING SPECIALIST

Supportive Housing Communities

ORGANIZATION

The mission of Supportive Housing Communities (SHC) is to provide affordable housing to alleviate homelessness and human suffering. The organization uses a permanent supportive housing approach, which links permanent, affordable rental housing with access to flexible, voluntary supportive services (health care, mental health/substance use treatment and employment services). The organization owns two housing complexes and utilizes privately-owned rental units scattered throughout Mecklenburg County to provide affordable housing options. As part of its housing model, SHC also provides comprehensive programs and services specifically targeted to provide the chronically homeless with the support and skills needed to remain stably housed and independent, including comprehensive case management, mental health counseling services and a supportive employment program.

POSITION AND RESPONSIBILITIES

The Housing/Leasing Specialist, a position reporting to the Lead Housing Specialist, is responsible for providing assistance and support to homeless families and individuals seeking housing. The Housing/Leasing Specialist is the professional whose primary duties include determining eligibility, identifying housing for applicants, coordinating and executing move-ins and move-outs and completing yearly re-certifications along with applicable unit inspections.

The primary responsibilities of the Housing/Leasing Specialist include, but are not limited to, the following:

- Conduct initial housing intake and assessment for each family/individual accessing services to evaluate housing needs.
- Recruit and maintain a good partnership with landlords for scattered site housing.
- Complete lease paperwork including related addenda, rent calculation, etc.
- Coordinate with the case managers to ensure clients have the necessary items to secure housing.
- Provide information and instruction to clients regarding how to complete a housing application, housing search, tenant rights and responsibilities, including observation of rental agreement rules and being a good neighbor.
- Document all resident encounters and maintain thorough and accurate records for reporting purposes.
- Collaborate with case management staff to understand the specific housing needs and preferences of residents and act accordingly when searching for housing options.
- Conduct move in/out and unit inspections as needed.

- Assist with lease violations, non-renewals and evictions for clients when needed.
- Comply and promote compliance with all applicable laws, regulations and agency policies helping to strengthen and maintain an ethical organizational culture.
- Conduct all business in accordance with agency policies and procedures, Fair Housing, HUD, Americans with Disabilities Act, Fair Credit Reporting Act and all other laws and regulations pertaining to private rental housing, public housing and supportive housing programs.

EXPERIENCE AND EDUCATION

- Bachelor's degree in Social Work or Human Services plus two years of experience providing case management or housing services, or other relevant human service experience preferred. Will consider a combination of education and experience in a health or human services field providing case management or housing services to homeless individuals with mental disabilities (i.e. persons properly diagnosed as suffering from mental illness, alcoholism or substance abuse);
- Experience working with racially diverse populations and demonstrated cultural competency skills;
- Must have a valid driver's license;
- Must be able to work independently and in a team setting;
- Must be able to communicate effectively orally and in writing;
- Must be able to demonstrate good judgment, especially under pressure;
- Adherence to confidentiality laws;
- Ability to comply with policies, rules and procedures of the organization.

COMPENSATION

The expected hiring range is \$42,000-\$45,500 with a full benefits package.

APPLICATION DEADLINE

Applications will be accepted until May 12, 2021. Applicants must provide a resume and a cover letter addressed to Antwine Mitchell, Director of Housing and Property Management. Qualified applicants only.