



MID FLORIDA

**Homeless
Coalition**

CITRUS, HERNANDO, LAKE & SUMTER COUNTIES

JOB DESCRIPTION

Position: Housing Locator

Classification: Full Time

FLSA: Non-Exempt

Reports To: Operations Director

Compensation: \$11-13 per hour

Supervisory Responsibilities: No

Summary:

The Housing Locator (HL) is responsible for searching for and acquiring rental property /housing unit placement opportunities for MFHC-assisted individuals and families across Citrus, Hernando, Sumter and Lake Counties. To that end, the HL will:

- Identify potential placement opportunities through review of the list of currently and previously participating landlords all as well as through recruitment of new property managers and landlords
- Develop and maintain strong relationships with landlords and property managers.
- Communicate and coordinate with CoC case managers and other HL Team members to promote positive housing outcomes.
- Work flexibly with clients, landlords and case managers to facilitate linkage of clients with appropriate units as well as completion of the rental application, leasing and housing inspection processes.
- Maintain familiarity with and perform all housing-related activities in compliance with MFHC grant, contract, and billing requirements.
- Report to the Operations Director and inform him/her of all program-related issues and accomplishments.
- Participate in the development, maintenance and management of the housing inventory, weekly inventory, landlord list, billing spreadsheet and other electronic files.
- Ensure that all documentation and recordkeeping is completed in compliance with federal, state and local

laws and regulations.

Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

1. Search for and locate housing units/landlords to ensure availability of inventory needed to meet individual needs and preferences of clients within the homeless assistance system.
2. Conduct landlord outreach activities to build relationships, answer questions, and create partnerships with landlords, realtors, property management associations and other entities who can make potential units.
3. Contribute to the upkeep of an accurate housing inventory of available and occupied units, ensuring that spreadsheets and/or database used to track essential project data are always current.
4. Research relevant housing topics and collect and organize relevant housing information for clients and organizational staff.
5. Negotiate lease terms, utility deposits, security deposits, and move-in fees. Work with landlords to reduce or eliminate as many barriers to entry as possible.
6. Assist participating case managers and clients with the completion of housing applications, survey the rental market for affordable housing placement opportunities, and advocate to prospective landlords on behalf of prospective tenants.
7. Perform housing quality inspections on units prior to placement of tenants.
8. Serve as a mediator between landlords, case managers and clients to quickly find solutions.
9. Complete Homeless Management Information Systems (HMIS) training and demonstrate competency with all client data management tools available to the HL Teams, databases, HMIS, contracts, invoicing, check requests, etc.
10. Perform duties of a liaison between the various housing authorities, landlords/property managers and partner agencies when assisting tenants through subsidized housing options.
11. Maintain familiarity with and assist with coordination of trainings on housing-related topics, including tenant rights and responsibilities, housing discrimination, communication with landlords and other topics intended to address housing barriers.
12. Support partner agency staff in efforts to identify and link clients with appropriate housing options.
13. Communicate with partner agencies and the Coordinated Entry System to assist clients to explore alternative housing options and overcome barriers to housing.
14. Maintain complete and accurate documentation of all data required for grant and contract reporting objectives and outcomes in accordance with all funding sources for this position and project.
15. Participate in staff meetings and training as directed by HL Team Project Manager.
16. Employ a teamwork approach and display a positive attitude toward fellow associates.
17. Practice effective time-management and communications skills.
18. Provide after-hours landlord support telephone coverage on a rotating basis upon request.
19. Perform other duties as assigned.

Contract Management –

Achieve knowledge of the contracts and grants working under.

- Maintain client related data tracking systems, including case notes and complete Homeless Management Information System (HMIS) entries.
- Prepare case-related reports including outcomes, successes and challenges.
- Generate client data for monthly reports.
- Maintain complete and accurate documentation of service objectives and outcomes as well as other services in accordance with federal, state, county and guidelines
- Complete follow-up and retention services and provide back-up documentation in client files.

Qualifications:

- Demonstrated passion about MFHC's mission with the ability to promote and communicate MFHC's philosophy, mission and values to external and internal stakeholders.
- Knowledge of and experience with leasing activity and landlord/tenant rights and responsibilities.
- Knowledge of and experience in working with HMIS and other spreadsheets and databases.
- Proficient in MS Office (Word, PowerPoint and Excel) and computer usage to include email, internet and presentations.
- Experience with providing services to the homeless population preferred.

Required Qualifications

- Employment Eligibility Verification.
- Reliable transportation.
- Successful completion of background screening.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

In the course of performing the job, this position typically spends time sitting, standing, walking, driving, carrying (25lbs), lifting (25lbs), bending stooping, kneeling. Operating a computer keyboard, firm/strong grasping, and repetitive hand control. Able to complete all forms in personal writing. Makes and receives telephone calls. Use of copier, fax machine, smart phone, and other portable devices. Subjected to outside environmental conditions.

Employee's Signature

Date

Supervisor's Signature

Date